

SUPERVISOR OF RECREATION/AQUATICS

1. Responsible for all operations of the Fond du Lac Community Aquatic Center, County Fairgrounds Aquatic Center and Taylor Park Pool.
2. Responsible for providing work schedules and adjusting work schedules as situations warrant. Has authority to add or lay off staff for the day to ensure safe and proper operation of the aquatic center.
3. Regularly meet with the Director of Recreation.
4. Supervise the entire Aquatic Center staff; including pool managers, pool supervisors, head lifeguards, lifeguards, swim instructors, locker room staff, and counter personnel.
5. Serve in a public information/relations capacity.
6. The following records and reports should be kept:
 - a) Rescue / Injury Reports – send one to your supervisor within 24 hours of incident, keep one at the Aquatic Center.
 - b) Record of Complaints – send one to your supervisor, keep one at the Aquatic Center.
 - c) Daily Report – weather conditions, accident and first aid, personnel on duty, pool system reading and tests done, etc.
 - d) Record of schedules for staff.
 - e) Addresses, phone numbers and employee records for all lifeguards, instructors, locker room and counter personnel.
 - f) Record of lifeguard's progress in training and conditioning program including mid-season and end of season evaluations.
 - g) Weekly reports
 - h) Mid-season and end of season reports.
7. Equipment
 - a) See that the Aquatic Center is properly and sufficiently equipped to render assistance in emergencies and that all personnel are trained in the handling of rescue equipment.
 - b) Let the Director of Recreation know of any equipment needed and/or unsafe conditions in the Aquatic Center area as soon as possible.
 - c) Check the phone or radio communication upon each day to be sure they are in proper working order.
 - d) Request supplies, materials and equipment needed.
8. Training
 - a) Explain schedules, rotation and breaks to new employees. Review rules, guard duties, guarding techniques, and professional behavior on duty. Demonstrate how to fill out time cards, rescue/injury reports, and daily reports. Explain use of the public address system and all emergency procedures.
 - b) Arrange for the routine drilling of all lifeguards and any special training programs.
 - c) Be responsible for the safety and training of all lifeguards in methods of signals and procedures for handling rescues, major accidents, first aid, and other disciplinary or troublesome situations, along with the thorough and proper scheduling assuring equipment maintenance and conducting in-services.
9. Scheduling
 - a) Make out the schedule for all Aquatic Center personnel.
 - b) On slow days, assign maintenance work or organize a lifesaving/first aid review. If there is nothing to do, employees should be sent home or called not to come in.
 - c) Curtail, restrict or reduce the area of bathing when storms or other dangerous conditions make it advisable to maintain maximum protection for the patrons.

- d) Deal with large groups. Inform them of rules, ordinances, and swimming areas.
- e) Submit, in May and in August, written evaluations of all aquatic center personnel and prepare recommendations for the next season.

10. Swimming Instruction

- a) Responsible for the entire swim instruction program.
- b) Schedule classes and personnel.
- c) Responsible to work during registration and schedule other personnel.
- d) Requisition and issue all equipment and supplies.
- e) Prepare reports, (attendance, American Red Cross forms, course records, etc.)
- f) Train and supervise all instructors.