

## **Job Description**

Des Moines Pool Metropolitan Park District  
22015 Marine View Drive S  
Des Moines WA 98198

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**Job Title: Aquatic Specialist (Lifeguarding and Safety Training)**

**Reports to: Aquatics Manager and Aquatics Coordinator**

**Classification: Non-exempt, full-time, 6-month probationary**

**Compensation: \$22.14 to \$26.93 (Depending on Experience) plus 16% for benefits**

**Deadline: Monday, July 19 at 5:00pm**

### **Summary:**

The Des Moines Pool Metropolitan Park District is interested in hiring an Aquatic Specialist with strong experience in water safety (lifeguarding) training and a passion to remove barriers for staff and pool clientele at the Mount Rainier Pool. This position works with the Aquatics Management Team in the planning, publicizing, organizing, implementing, supervising, and evaluation of comprehensive Education and Safety Training classes for the community and district staff. Employee in this position is expected to apply the knowledge required to teach and manage a comprehensive Education and Safety Training curriculum for the public and district staff.

### **Job Location:**

This position works at the Mount Rainier Pool in Des Moines, Washington. The pool is governed by the Des Moines Pool Metropolitan Park District.

### **Why work for the Des Moines Pool Metropolitan Park District?**

The Des Moines Pool Metropolitan Parks District is dedicated to remove barriers for community members to promote swimming including working in aquatics. The district invests in its employees and encourages and rewards employee growth and development. You will work in an environment that encourages being innovative, collaborative, and future-focused. The district welcomes diversity and hopes to work with the employee to help recruit more swimmers who reflect the demographics of the Highline and Federal Way school districts.

### **Position Summary:**

Aquatic Specialist's key responsibilities will be to:

- Assist Aquatics Management Team in planning, teaching, scheduling and implementing a quality Health and Safety program including CPR, First Aid, Lifeguarding, other special Health and Safety programs/events. Assist with

- aquatic facility and activity scheduling. Observe current programs, evaluate and recommend changes as appropriate.
- Assist Aquatics Management Team with the recruitment, interviewing, hiring, training, certification and performance of aquatic staff including supervising the day-to-day activities of the staff.
  - Help ensure that all appropriate water, environmental, health and safety standards are maintained and that the pool is current on all necessary certifications required for operation including water chemistry, climate control, cleanliness and related maintenance.
  - Assist the Aquatics Management Team in developing aquatic programming and scheduling staff and program events.
  - Will be the weekend afternoon and weekday morning on-site supervisor. Estimated schedule will be Saturday through Wednesday.
  - Monitor the daily operation of the aquatic center, including the administration of programs, coordination of aquatics staff, and general customer service.
  - Promote water safety education, health and fitness, and recreation through aquatic activities.
  - Supervise and provide support to aquatics staff, including orientations, trainings, procedure development and revision, evaluations, scheduling, and job performance support.
  - Assure proper training and certification of staff per applicable regulations and per District policy.
  - Oversee and train aquatic facility staff; develop and conduct training on emergency procedures, lifeguarding, instruction, customer service, cleaning, and other staff tasks.
  - Assist with scheduling of programs and use of the aquatic facility.
  - Provide customer service oversight. Respond to escalated questions and concerns.
  - Oversee Civic Rec operation, including POS systems, registration, customer account management, memberships, and activity management. Develop, implement, and revise as needed procedures for utilizing CivicRec.
  - Assist with the planning, developing, and implementing of internal operating policies for the District.
  - Monitor revenue collection procedures.

#### Staffing & Training:

- Lead water safety and life guard instruction.
- Support in-service training sessions for staff and ensure compliance with District standards by staff.

#### Financial:

- Provide back up to the Aquatics Manager for cash processes, daily bank deposits and fiduciary functions at the pool facility.
- Support the accurate and timely submittal of staff time management and payroll process.
- Utilize the District's standard procurement and invoicing processes.

#### Administration:

- Oversee processes and maintain records of operational facility usage, monitor and maintain inventories of pool equipment and supplies.

- Familiar with WAC 246-260 (related to water recreation) and RCW 35.61 (metropolitan park districts) and RCW 70.90 (water recreation).

### **Minimum Qualifications:**

#### Education and Experience

- A minimum of two years' experience in aquatics.
- An Associates' degree or combination of education, skills and experiences that demonstrate competency in fulfilling the job requirements

#### Certifications

- Current Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) or can be certified within six months of hire date
- Current lifeguard certification from American Red Cross (or equivalent)
- Current Water Safety certificate
- Current CPR for the Professional Rescuer, AED and First Aid certificates
- Current lifeguard instructor certification from American Red Cross or can be certified within six months of hire date (Certification and staff time at class paid by District)
- Current Water Safety Instructor certificate or can be certified within six months of hire date (Certification and staff time at class paid by District)

#### Knowledge

- Experience in developing, scheduling and coordinating high-quality aquatic programming
- Desired: General knowledge of swimming pool systems and operation, such as filtration systems, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors or a willingness to learn.

#### Skills

- Ability to model organization team work to exceptional performance levels, exhibit positive work ethic and to integrate efforts of the entire organization
- Working under direction of the Aquatics Manager, identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement
- Beginner level proficiency with Microsoft Word and Excel
- Proficiency with CivicRec or similar registration management system a plus.
- Strong written and verbal communication skills.

#### Attributes

- A passion for removing barriers which prevent people from working in aquatics and participating in aquatic activities
- Works well with people, treating everyone with respect and building trust
- Takes appropriate initiative
- Timely follow through on commitments
- Delivers high quality work performance
- Projects and maintains a positive image always

- Works well as a team member/leader in all interactions
- Provides consistent high-quality service
- Always puts safety first
- Able to set and achieve goals with a strategy of continuous improvement
- Maintains focus and achieves results relying on facts and data to support recommendations

#### Other Considerations

- Must be able to maintain flexible work hours spread over days and times of pool operation especially evening and weekend hours.
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years
- Must be able to pass a WSP & FBI background check
- Must be able to work a part-time flexible schedule where shifts may be assigned opening, closing, or weekends, depending on the need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs., bend, and stoop. Working with chemicals on a regular basis, including high rate sand filters and chlorine and understand the proper handling of said chemicals.

#### How to Apply

To be considered for hire we require an Employment Application, resume, and cover letter. An application can be obtained at [www.mtrainierpool.com](http://www.mtrainierpool.com) or [click here](#) to visit our employment page.

When completed, please email to Lauryne Thurmond, Aquatics Manager, at [Lauryne.thurmond@desmoinespool.org](mailto:Lauryne.thurmond@desmoinespool.org) or mailed to the address below.

Lauryne Thurmond, Aquatics Manager

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