



New Haven-Adams Township Parks & Recreation

Aquatics Director Position- POSTED-1/18/2024

REPORTS TO: Director of Parks & Recreation

SUPERVISES: Head Lifeguards, Assistant Head Lifeguards, Volunteers.

PURPOSE: This job description defines the typical responsibilities for the purpose of outlining duties and to determine job classification. It does not limit the Director of Parks & Recreation or the Park Board from assigning other duties as it deems necessary.

GENERAL DESCRIPTION: The individual in this position is primarily responsible for Managing the Swimming pool operations. He/She will maintain lines of communication with other department heads. The individual will act consistent with the Park Board mission statement, policies and procedures. The individual will regularly and customarily use professional judgement, discretion and integrity in all duties and contacts with the Park Board, supervisor, staff, and the community. The individual will work cooperatively with all other departments in order to create a positive work environment.

RESPONSIBILITIES: Oversee the management of all Park Department swimming facilities, equipment and staff.

Hire, train and supervise all pool staff.

Ensure adequate staffing for all pool facilities.

Remain current on changes or trends in the Aquatic field.

Regularly present proposal for pool improvements, changes and repairs.

Maintain all State Board of Health standards and requirements for public pool operation.

Assist the Director of Parks & Recreation with equipment purchasing.

Assist the Director of Parks & Recreation with compiling annual reports, proposals and project planning.

Cooperate with the New Haven City Departments.

Meet with the Director of Parks & Recreation regularly.



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Maintain records of pool operations and injuries.

Educate pool staff on equipment usage and safety.

Follow policies and procedures as outlined in the Personnel Policy Manual.

Perform other tasks as assigned by the Director of Parks & Recreation.

STAFF SUPERVISION: Supervise and direct aquatic staff and volunteers as needed.

ENVIRONMENTAL CONCERNS: Maintain a clean, safe and healthy work environment.

Report equipment damage, facilities concerns and all other potential hazards to the Director of Parks & Recreation and/or Maintenance Director.

KNOWLEDGE, SKILLS AND ABILITIES: Ability to work cooperatively with staff, customers and the general public.

Ability to work independently and within a team environment.

Ability to communicate effectively and efficiently orally.

Knowledge of swimming pool operations and safety issues.

Knowledge of American Red Cross lifeguard policies and procedures.

Positive sense of humor and positive demeanor.

Ability to follow written and oral instructions.

QUALIFICATIONS: An in-depth understanding of public swimming pool operations.

Knowledge of swimming pool mechanical and chemical operations and requirements.

Ability to lead and direct a large staff and implement disciplinary procedures.

Excellent communication and people skills.

Ability to lift and carry 50 pounds.

Ability to visit Jury pool regularly and at various times of day and week.

High School diploma required.



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Certified Pool Operator [CPO] or willingness to receive certification preferred.

Valid Indiana driver's license.

Job Type: Seasonal

Pay: \$21.00 per hour

Benefits: Flexible schedule

Schedule: 8 hour shift, Day shift, Morning shift, Evening shift,

Monday to Friday, Weekends as needed.

Work setting: In-person, Outdoor work

Work Location: In person



Submit resume to: Nick Goranson-Director of Parks and Recreation

ngoranson@newhaven.in.gov

P.O. Box 157 New Haven, IN 46774

New Haven-Adams Townships Parks and Recreation is an Equal Opportunity

Employer (EOE)