

SWIMMING AREA DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is important supervisory work involving responsibility for the safe, efficient and economical use of a recreation facility containing a waterfront area. The incumbent of this position supervises waterfront activities, staff and participants to insure that safety procedures, equipment, etc. are always maintained. Work is performed under the direct supervision of the Deputy Director of Recreation and Parks. Direct supervision is exercised over the work of Lifeguards and other recreation staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises Lifeguards and Head Lifeguards in the monitoring of safe waterfront swim areas;
Supervises the enforcement of all waterfront safety rules and regulations;
Supervises and initiates special water events and programs;
Initiates and instructs activities and programs designed to promote health, conditioning, socialization and safety skills;
Conducts safety drills and swim lessons, and determines swim levels of participants;
Orders, maintains and inspects safety and operational equipment;
Screens for appropriate certification and experience of Lifeguarding staff and makes hiring recommendations;
Establishes training programs for lifesaving and first aid skills;
Sets up and equips first aid station(s);
Prepares daily and weekly work schedules, reports and conduct personnel evaluations;
Acts as liaison with the State and County Health Departments, as well as OSHA, the American Red Cross and recreation program insurance company to ensure all safety regulations, reports, plans and certifications are updated and meet requirements;
Conducts waterfront, health and safety personnel certification courses;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of waterfront safety rules and regulations, thorough knowledge of waterfront rescue techniques; good knowledge of first aid procedures and techniques; ability to supervise the work of others; ability to

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communicate both orally and in writing; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either

- a) Associates Degree; or
- b) Graduation from high school or possession of a comparable diploma and two (2) seasons of full time paid experience as a Head Lifeguard or three (3) seasons of full time paid experience as a Lifeguard; or
- c) An equivalent combination of training and experience as indicated in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Possession of valid, up-to-date certifications for First Aid, Cardiopulmonary Resuscitation (CPR), Progressive Swimming Instructor, Lifeguard and Waterfront Safety Instructor.

NOTE:

All certifications must meet the requirements set forth by the New York State Department of Health.