



The Town of Avon Announces the Recruitment for the
Following Position:

AQUATICS DIRECTOR

Department: Recreation and Parks
Reports to: Director of Recreation & Parks
Date Posted: March 9, 2022

Hourly Wage Range: \$26.48-\$28.58
Effective 7/1/22: \$27.14-\$29.30
Closing Date: Open until Filled

Schedule: Seasonal Position. June hours flexible and subject to Avon BOE school calendar; July and August 35-40 hours per week. Flexibility required to work Monday-Sunday, holidays and evenings.

To Apply For This Position: An Employment Application is available on the Job Opportunities page of the Town website www.avonct.gov. Applications may be emailed to HR@avonct.gov or mailed to: Town of Avon, 60 West Main Street, Building #5, Avon, CT 06001. Successful candidate must pass a practical exam and/or interview, drug testing, and background check prior to employment.

Summary: Receives general direction from the Director of Recreation and Parks or his/her designated representative. Responsible for overall operation and management of Sycamore Hills Recreation Area, including: administration, implementation, and supervision of a comprehensive aquatic program at the Sycamore Hills Pool. Work is subject to review for conformance to general policy, procedures, and results obtained.

Examples of Duties: Follows the policies and procedures of Town, Recreation and Parks Department, State and local regulations and procedures governing pool areas, staff training, and maintaining safe facility operations. Makes determinations for closing facility during unsafe weather or water quality conditions. Manages and ensures efficient operation of pool facility: staff recruitment, training, scheduling, and supervision. Manages physical facilities pertaining to water testing, determining capacity, rescue operations. Assumes leadership role in overall facility and staff management. Communicates with Director in pre-season regarding recruitment, interviewing, hiring staff, scheduling, and program planning. Oversees the American Red Cross swim lesson program and instructors. Manages swim lessons registrations and swim tests. Coordinates with Department on enrollments, changes, refunds and wait lists. Supervises maintenance and operation of overall safety of facility. Coordinates with Department of Public Works Grounds Crew on supplies, chemicals and maintenance. Oversees maintenance of bathhouse and grounds and schedules lifeguards for daily facility maintenance. Maintains records: daily facility usage, inventory, incident reports, safety data sheet (OSHA), facility maintenance, swim lessons, training. Responsible for payroll monitoring, accuracy of time clock data, staff scan-in/scan-out, missed punches, and employees' time approval. Provides orientation and develops training for lifeguards, swim instructors, coaches. Conducts periodic simulated rescues with lifeguard staff. Helps Gate Attendants with patrons, making change, and running errands. Conducts written mid and end-season personnel performance appraisals, evaluations, and disciplinary actions. Submits written recommendations, season-end inventory, and overall facility/aquatic program evaluation to Director at end of season.

See the accompanying job description for additional information.

Minimum Qualifications: Must be at least 18 years of age with some experience in a comprehensive aquatics program.

Preferred: Experience in municipality or aquatic facility.

License(s) and/or Certification: American Red Cross CPR/AED, Standard First Aid, Valid Driver's License. Willingness to obtain Aquatic related certifications.

EEO/AA