

Acton Public Schools
Acton Boxborough Regional School District
Job Description

Job Title:

Comm Ed. Swim Lessons & Pool Activities Manager/School Year

Qualifications:

1. High school graduate or equivalent with demonstrated successful experience in administrative capacity or comparable experience. Associates or Bachelor's degree strongly preferred.
2. Red Cross Lifeguard and Water Safety Instructor certified.
3. Experience teaching swim lessons and supervising staff.
4. Experience/mastery of modern office technology and software applications (e.g. Microsoft Office, GSuite) and data systems (e.g. CommunityPass)
5. Excellent communication and language skills, organized, able to work autonomously.
6. Ability to establish and maintain effective working relationships with staff, students, parents and the general public.

Responsible To:

Community Education Director

Representation Status: (check one)

☐ AEA ☐ OSA ☐ AFSCME ☐ Administrator ☐ Support Staff
☐ Transportation ☒ Unrepresented ☐ Salaried Employee

Work Status:

☐ Full Time (12 months) ☐ Full Time/School Year (180 days)
☐ Full Time/School Year + 5 weeks ☒ Part Time ☐ Other

Primary Functions:

Oversees Community Education activities at the high school pool. Hires, schedules and evaluates lifeguards and other pool staff. Oversees youth and adult swim lessons and classes. Annually plans schedule of classes that Community Education will offer.

Major Responsibilities:

- 1.0 Ensuring safety of participants in Community Education classes.
- 2.0 Hiring and evaluating lifeguards and swim lesson instructors.
- 3.0 Planning of Community Ed. classes.

Details:

- 1.0 Ensuring Safety of participants in Community Education classes
 - Assigns appropriate number of certified staff to work during Community Ed. pool activities.
 - Is present to supervise facility during Community Ed. classes.
- 2.0 Hiring and evaluating lifeguards and swim lesson instructors
 - Reviews, interviews, hires, trains, and evaluates pool staff. Maintains database of swim students and their swim class levels.
- 3.0 Planning of Community Education classes

Acton Public Schools
Acton Boxborough Regional School District
Job Description

- Plans schedule of pool classes to be offered by Community Education. Assists in finding new instructors for those classes.