



ZIONSVILLE COMMUNITY SCHOOLS

900 Mulberry Street • Zionsville, IN 46077 • Phone: 317-873-2858 • Fax: 317-873-8003 • www.zcs.k12.in.us

Position Number:	Job Type: Classified / Part-time / Regular	
Position Title: Administrative Assistant – Zionsville Aquatic Center	FLSA Status: Hourly / Non-exempt	
School/Department: ZAC/OSP	FTE: .73 – 260 days	No. of Pays: 26
Reports To: Aquatic Director		

POSITION SUMMARY: This part time position will provide administrative support to the Zionsville Aquatic Center, located at the high school. Specific duties will include consistent communication with Aquatic Director, coordination of daily aquatic administrative functions, customer service and provide comprehensive staff support to Zionsville Aquatic Center (ZAC) programs.

TYPICAL PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit and stand, use hands to handle or feel objects, tools, or controls and talk or hear. The employee frequently is required to walk, reach with hands and arms, climb or balance and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

TYPICAL WORKING CONDITIONS: While performing the duties of this job, the employee regularly works in a typical office environment. The noise level in the work environment is usually moderate. There are may be hazards indicated for this position.

EXAMPLES OF DUTIES: (This list may not include all of the duties assigned.)

Essential Functions:

1. Serve as first point of contact to customers/swimmers/families by greeting visitors, answering phones, responding to inquiries and providing pool tours when necessary.
2. Compile staff memos as needed, including scheduling employees to teach lessons, including private and semi-private, group swim lessons and clinics.
3. Coordinate changes to schedules, special events & substitute status.
4. Coordinate, arrange and maintain status of swim lessons with swim instructors.
5. Coordinate and monitor substitutes for groups and private/semi-private swim lessons, while tracking employee absences and notifying Aquatic Director when there is an absence problem.
6. Coordinate and monitor registration information with ZAC staff.
7. Monitor class size and enrollment throughout year, including summer programs, with guidance from Aquatic Director.
8. Monitor swim lesson procedures and lesson accessory availability.
9. Review and monitor staff timesheets in a timely manner and make sure all are in compliance with current staffing regulations and are sent to payroll in a timely fashion.
10. Maintain Aquatic Center bather load logs, calendar (i.e. DynaCal, Google Calendar)
11. Test water chemicals
12. Order pool and office supplies
13. Deliver cash deposits to the Educational Services Center
14. Ensure pool vacuum is out of the water and stored in the chemical room

General Functions:

1. Provide assistance with aquatic center events with input from staff.
2. Conduct introductory training for new ZAC staff under supervision of the Aquatic Director.
3. Provide support to instructors and lifeguards who need additional resources.
4. Assist with staff evaluations through lessons observations.
5. Actively engage in swim lessons utilizing ZAC lesson progression.
6. Compile and update monthly lesson logs and level achieved.
7. Assist with monitoring ZAC programs through observations and feedback.
8. Strictly maintains professionalism and confidentiality as indicated in the ZCS Confidentiality Statement.
9. Other duties as assigned by the Aquatic Director.

PERFORMANCE REQUIREMENTS:

Knowledge, Skills & Abilities: Organized and efficient with process creation, implementation and communication. Ability to use a variety of computer programs to enter student data. Professionally and effectively communicate with all levels of the organization and community members. Work independently while keeping your direct supervisor informed. Knowledge of aquatic program programming preferred.

Education: High School Diploma or GED equivalent required.

Experience: Aquatic Center or pool experience preferred.

Certificate/License: Lifeguard certification preferred but not required.

ACKNOWLEDGEMENT:

My signature serves as an acknowledgement that my job description has been explained to me by a Zionsville Community Schools representative, and I understand the contents.

Employee's Signature: _____ Date: _____

Representative's Signature/Title: _____ Date: _____