

MEMO

To: Instructional Staff

From: Charles DeTaeye
Director of Athletics and Physical Education

Date: June 27, 2023

Re: Pool Director Opening

The following athletic positions are open for the **2023-24 school year**. Any instructional staff member interested in this position should send a letter of interest to the Athletic Office.

2023-24 School Year

Aquatic Pool Director

- Coordinate instruction in the pool for all district programs.
- Provide the instructional program for Saturday swimming lessons.
- Responsible for all pool rentals and the scheduling of the pool.
- Supervise and review with pool staff all first aid, security, safety, and lifeguard procedures in the pool; train all supervisors and lifeguards.
- Schedule transportation for the district swimming program.
- Inventory and purchase equipment and pool supplies.
- Responsible for collection and paperwork of money for rentals and lessons.
- Do water tests daily, and ensure that pool is properly maintained.
- Make courses in Red Cross, LGT, WSI, BLS-CPR available.
- Handle payroll and recordkeeping for all supervisors and lifeguards

Certifications needed are CPR, lifeguard, and swim instructor courses and Pool/Spa Operator Certification. Athletic office will assist in attaining the certifications.