



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 119-24

OPENING DATE: 10/17/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Assistant Aquatic Coordinator
PAY GRADE: NE5 (\$20.65/hr.-\$27.88/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Parks & Recreation
REPORTS TO: Aquatic Coordinator
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Coordinates lifeguard schedules; oversees swim lessons, lifeguard training, and lifeguard recruitment. Observes the activities of the pool patrons to prevent accidents or injuries, and provides assistance to swimmers as needed; maintains assigned pool area to ensure clean, safe and sanitary conditions.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Instructs and certifies new and incoming lifeguards.
- Administers comprehensive Aquatic Risk Management Program for the aquatic division.
- Manages timekeeping system and employee payroll; sets employee work schedules; collects and organizes employee leave requests; assists in processing payroll.
- Performs lifeguard on-stand duties.
- Processes bills and assists in managing aquatics division finances.
- Plans Basic Life Support training and organizes and carries out weekly in-service Lifeguard training.
- Answers phones, files, handles legal documents and performs general clerical duties.

- Contacts Ellis & Associates and their C.A.R.M.P auditors; arranges safety auditors to audit the pool guards without their knowledge.
- Manages the aquatic division monthly calendar.
- Teaches classes and coordinates the summer swim lesson programs.
- Oversees life-guarding patrons in attendance at the assigned swimming facility.
- Oversees aquatic swimming lessons and safety courses.
- Assists in coaching and preparing for the competitive swimming and aquatic programs.
- Attends aquatic and/or safety orientations as needed.
- Oversees and assists in general maintenance and up keep of swimming facility.
- Plans and organizes training events with MADD Dog Athletics.
- Organizes and participates in major maintenance projects for the pool area.
- Coordinates emergency preparedness activities and scenarios with POI's EMS Department.
- Maintains required certifications.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma/GED.
- Two years as a Lifeguard.
- Red Cross Lifeguard Training certification or Jeff Ellis & Associates certification is required.
- National Pool and Waterpark Lifeguard Training Program (NPWLTP) License.
- Current CPR and First Aid certifications.
- Current Water Safety Instructor (WSI) certification required.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge in the application of swimming and lifesaving practices and techniques.
- Knowledge in the use and application of chemicals used in standard pool sanitation.
- Knowledge of Life-guarding, Swim Instruction, CPR, and First Aid.
- Skill in the application of first aid with emphasis on resuscitation techniques.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to analyze and react to emergency situations quickly, calmly and effectively.
- Ability to instruct in swimming and safety to various age groups and skill levels.
- Ability to recognize and correct unsafe activities.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

PHYSICAL DEMANDS:

- Ability to swim, stoop, kneel, crouch, or crawl in different situations.
- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Excellent health and physical fitness is required due to the physical activities of extended swimming.
- Position requires frequent lifting of 50 lbs.

WORK ENVIRONMENT:

- Work is performed in a swimming pool environment.
- Exposure to pool chemicals, fumes, or other household cleaning supplies; extended exposure to heat and humidity in pool area will occur.
- Frequent interaction with the public.
- Noise level is usually moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.