

Job Descriptions

Aerobic Instructor (certified and non-certified)

Job Description

Teaches a variety of aerobic classes on land or in the water.

Qualifications

- 18 years of age or older.
- American Red Cross CPR certification or equivalent
- Knowledge of anatomy, kinesiology and physiology of the human body.
- Ability to teach an hour long class which includes a warm-up, stretching, a cardiovascular segment, and a cool down and stretch.
- Good leadership skills and ability to motivate.

Certified

- ACE, IDEA, AFAA or other nationally accepted certification.
- Six months of aerobic teaching experience preferred.

Responsibilities

- Follows all policies and procedures for teaching an exercise class.
- Maintains all equipment including compact discs, weights, mats and aerobic equipment.
- Work hours as scheduled.
- Obtains a substitute when unable to work.
- Assures that participants are able to meet minimum requirements to perform aerobic exercises. This includes knowledge of participant's medical restrictions, (reviews screening forms) or any other health concerns.

Physical Requirements

- Ability to teach a vigorous exercise class and talk while performing exercise movements.

Responsible To

Fitness Manager

Job Conditions

Part-time hourly position or substitute. Variable hours and may require night or weekend shifts.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Aerobic Instructor/Water Exercise (certified and non-certified)

Job Description

Teaches water exercise and or water aerobics.

Qualifications

- 18 years of age or older. (exceptions for youth aerobics)
- American Red Cross CPR certification or equivalent.
- Ability to teach an hour long class which includes a warm-up, stretching, a cardiovascular segment, and a cool down and stretch.
- Good leadership skills and ability to motivate.

Certified

- Any current certification. (YMCA, Water Exercise Assoc.)
- Six months of actual teaching experience preferred.

Responsibilities

- Follows all policies and procedures for teaching a safe class.
- Set ups and break-downs equipment.
- Work hours as scheduled.
- Obtains a substitute when unable to work.
- Maintains a safe and contemporary program.
- Knows medical emergency information on each patron.

Physical Requirements

- Ability to teach a vigorous exercise class and talk while performing exercise movements.

Responsible To

Aquatic Manager

Job Conditions

Part-time hourly position.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Aquatic & Fitness Manager

Job Description

Plans, organizes and coordinates a variety of aquatic and fitness activities for all age and ability groups. Activities include, but are not limited to, swim lessons, open swims, rentals, American Red Cross classes, special events, land and water group fitness classes as well as co-sponsored community group programs. Coordinates use of the aquatic and fitness areas as well as assists in supervision of the facility. Senior advisor for SilverSneakers®, Silver&Fit® and At Your Best® programs. Oversees use and recommends replacement and upgrades of aquatic and fitness equipment. Leads, directs, and trains aquatic and fitness employees and volunteers. Assists the Executive Director with promotion and publicity of the District's aquatic and fitness programs.

Qualifications - Current certification in the following: (and/or ability to obtain within three months of employment)

- Minimum four years in an aquatic program leadership role.
- Two years of organizational and staff management experience in recreation.
- Certified SilverSneakers® Instructor.
- Previous experience in scheduling and coordinating activities.
- A degree in recreation, management or closely related field preferred.
- Four years of swim lesson instruction.
- Experience teaching lifeguard training or other related ARC classes.
- Ability to use computer and formulate reports, correspondence, etc.
- American Red Cross Lifeguard & Lifeguard Instructor certification.
- American Red Cross Water Safety Instructor Trainer certification (obtainable within six months of hire) preferred.
- CPR and AED for the Professional Rescuer.
- Community First Aid.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

Responsibilities

- Enforces all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following FPFC procedures.
- Schedules staff for pool and fitness programs.
- Responsible for the schedules of both land and water exercise classes and instructors.
- Trains and evaluates lifeguards and program instructors for job responsibilities.
- Finds coverage for any aquatic or fitness job that may need filling due to staff illness, emergency or lack of staff.
- Responsible for the training and scheduling of swim instructors.
- Interviews potential candidates for aquatic and fitness positions.
- Hires and trains aquatic and fitness staff within the department.
- Offers Lifeguard and Water Safety Instructor class to staff & community.
- Conducts staff meetings and training sessions.
- Organizes aquatic and fitness records, equipment, and manuals.
- Prepares press releases and public relations materials for recreational programs.
- Senior Advisor for SilverSneakers®, Silver&Fit® and At Your Best® programs.
- Develops, organizes, implements, schedules and evaluates all Aquatic and Fitness Programs.

- Works closely with all managers and executive director in implementation of programs and activities.
- Assists in preparation of annual budget for both departments.
- Recommends the purchase of aquatic and fitness equipment.
- Inspects program equipment and facilities for safety hazards and recommends corrective action.
- Assists with development and maintenance of District's quarterly brochure.
- Updates and implements departmental procedures manual.
- Performs other related work as required.

Physical Requirements

- Ability to stand, sit, walk and swim throughout an eight hour day.
- Strong swimming skills.
- Ability to sit and type on a computer for up to four hours a day.
- Ability to lift 20 pounds.

Responsible To

Executive Director

Job Conditions

Full-time salaried and exempt. Hours are weekdays, five days per week; however, some weekend or evening work may be required.

Candidates must pass a Washington State Patrol Identification and Criminal History

Assistant Aquatic & Fitness Manager

Job Description

Assists Aquatic & Fitness Manager to coordinate a variety of aquatic & fitness activities for all age and ability groups. Activities include, but are not limited to, swim lessons, open swims, rentals, special events, land and water group fitness classes as well as co-sponsored community group programs. Leads, directs, and trains aquatic and fitness employees and volunteers under the supervision of the Aquatic & Fitness Manager.

Qualifications

- High School graduate or GED
- 2 years fitness and water experience
- Lifeguard Certified
- Water Safety Instructor Certification
- Personal Training certificate or equivalent.
- Aerobic Instructor Certification, such as SilverSneakers®, Zumba® or other nationally recognized certification
- CPR and AED certification
- Computer skills
- People oriented and self-starter
- Strong communication skills

Job Responsibilities

- Available to lifeguard.
- Is Swim Lesson program coordinator and responsible for swim instructors scheduling.
- Assist managers in training and supervision of aquatic and fitness exercise instructors.
- Work toward obtaining Lifeguard Instructor, Water Safety Instructor and Fundamentals of Instructor Training certifications.
- Assist in teaching water and fitness class instructors.
- Available to teach special programs.
- Maintains fitness center and land group exercise room
- Work closely with the Aquatic Manager and Youth Aquatic Manager.
- Provides orientation to fitness center equipment to patrons, and continues to monitor them on proper use of fitness center equipment.
- Give clients information or resources about nutrition, weight control, and lifestyle issues
- Assist the Aquatic Manager and Fitness Manager with other duties as needed.

Physical Requirements

- Able to lift 20 lbs.
- Able to guard, sit, walk and be flexible during work hours.
- Able to reach group exercise classes and perform rigorous exercise for up to one hour.

Responsible To

Aquatic & Fitness Manager

Job Conditions

Full-time salaried and exempt. Hours are weekdays, five days per week; however, some weekend or evening work may be required.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Business Manager

Job Description

Provides administrative support of a highly complex and responsible nature in the day to day operation of the Fidalgo Pool & Fitness Center District. Exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures. Keeps a complete set of records for financial transactions of the District to include such things as verifying and entering details of transactions in account journals from invoices, check stubs, requisitions and other appropriate items. Balances books and compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivables, profit and losses and other items pertinent to the operation of the District. Maintains and processes payroll records and reports for accounting of salary/wages due, accruals, deductions and other payroll functions. Oversees employee medical, dental/life insurance and retirement plans. Exercises independent judgment to prepare correspondence, reports, and other official materials. Supervises cashiers and cash auditing procedures. Performs data word processing; meets with the public; and undertakes other duties as necessary.

Qualifications

- Three years experience as a bookkeeper or one year post secondary education in business or bookkeeping
- Ability to type.
- Excellent understanding of the computer environment and Windows related software programs.
- Must have access to a vehicle to use in conjunction with District business.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.
- Ability to effectively communicate.

Responsibilities

- Prepares, maintains and reconciles Accounts Payable/Receivable records. Prepares and verifies accuracy and completeness, and makes necessary corrections of weekly vouchers.
- Prepares and reconciles daily cash receipts and deposits funds into bank account.
- Performs accrual accounting entries using generally accepted bookkeeping practices and principles.
- Maintains and prepares various payroll records such as timecard sheets, automatic bank deposits authorizations, payroll journals and ledgers; makes required adjustments through established procedure.
- Manages the District employee benefit program including medical, dental, life insurance and PERS and Deferred Compensation Program.
- Handles as custodian petty cash, payroll checking and district benefits account. Authorizes disbursement and fund replenishments, reconciles records and balances.
- Audits and prepares Quarterly B & O and Labor & Industries reports.

- Prepares monthly financial reports for Director, Department Managers and Board of Commissioners.
- Assists Director in preparing reports for monthly Board of Commissioners and Committee meetings.
- Prepares a variety of materials such as correspondence schedules, brochures, posters, new releases.
- Supervises and schedules cashiers and audits daily cash reports and cash handling procedures.
- Files district records.
- Purchases all supplies necessary for the administrative operation of the District.
- Orders, inventories and updates records of resale items.
- Updates and implements departmental procedures manual.

Physical Requirements

- Ability to sit and operate computer for extended periods up to eight hours.
- Ability to lift/carry heavy objects up to 20 pounds.

Responsible To

Executive Director

Job Conditions

Regular full-time Salary position. Hours are variable. Must work longer hours at the end of the month.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Cashier

Job Description

Under direct supervision, conducts daily office activities related to the pool and fitness facility and completes other assignments as directed.

Qualifications

- Minimum age of 16 years of age.
- Community First Aid/CPR or obtain within six months of hire date.
- Computer skills and knowledge. Familiar with Excel, Word, Point of Sale.
- Basic math/computer skills.
- Personal qualities should include maturity, ability to communicate, enjoy working with people and a positive attitude.
- Ability to multi task

Responsibilities

- Answers incoming phone calls.
- Provides patrons with facility and program information.
- Organizes and manages class registration into computer program.
- Controls and records daily cash receipts using computer program.
- Posts bulletins and advertises announcements.
- Maintains office paperwork and equipment.
- Records various program data such as patron information; attendance; and punch card and facility use.
- Informs management of any safety hazards.
- Maintains necessary work hours.
- Obtains a substitute when unable to work.
- Performs other duties as directed.

Physical Requirements

- Ability to lift 20 pounds.
- Ability to stand and sit for up to eight hours.

Responsible To

Business Manager

Job Conditions

Part-time hourly position. Variable hours and may require night or weekend shifts.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Custodian

Job Description

Under direct supervision, performs a variety of duties related to cleaning and maintenance of the district building, fitness center and swimming pool.

Qualifications

- Minimum age of 18 years of age.

Responsibilities

- Mops floors
- Vacuums carpets
- Cleans sinks and toilets
- Washes windows
- Scrubs showers
- Empties trash
- Picks up litter
- Sweeps walk ways
- Cleans counters
- Dusts
- Performs other cleaning and maintenance duties as assigned. (Review supplemental list for detailed duties for this position).

Sunday Duties include:

- Stores pool equipment
- Washes pool deck
- Vacuums pool
- Set-ups lane lines

Physical Requirements

- Ability to lift 30 pounds.
- Vacuuming pool requires heavy lifting and maneuvering a heavy vacuum attached to a long pole.
- Storing pool equipment requires lifting heavy inflatable toys.
- Lifting lane lines requires pulling weight that may exceed 25 pounds.
- Ability to stand, kneel, stoop and constantly move for up to eight hours.

Responsible To

Maintenance Manager

Job Conditions

Full-time hourly position. Variable hours and may require night or weekend shifts.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Custodial Cleaning Schedule

Item	Task	Frequency
Trash & Fem. Hygiene liners	Removes and Replaces	Daily
No Wax Floor	Sweeps and Mops with Disinfectant	Daily
Carpeted Floors	Sweeps OR Vacuums	Daily
Drinking Fountains	Scrubs & Disinfects (Pool, Lobby & Fitness Areas)	Daily
Shower Stalls	Scrubs & Disinfects	Daily
Counter Tops	Cleans and Disinfects	Daily
Appliance Exteriors	Wipes	Daily
Cement Floors	Vacuums & Mops	Daily
Door Mats	Vacuums	Daily
Bathroom Stall Partitions	Wipes Down	Daily
Mirrors	Washes	Daily
Glass Doors	Washes	Daily
Sinks, Toilets & Urinal	Washes	Daily
Chrome & Stainless Fixtures	Scrubs & Disinfects	Daily
Fitness Equipment	Disinfects, Dusts, Washes & Polishes	Daily
Fitness Matting	Washes	Daily
Windows	Dusts & Washes	Weekly
Bathroom Stall Partitions	Washes with Stainless Steel Cleaner	Weekly
Linoleum Floors	Sweeps, Mops, Buffs & Polishes	Weekly
Tables, Chairs & Cabinets	Scrubs & Disinfects	Weekly
Cove Base (Fitness Center)	Dusts	Weekly
Walls	Scrubs as Needed	Weekly
Trash Receptacles	Washes	Monthly
Pool	Vacuums - Requires lifting and maneuvering heavy vacuum	Sundays
Pool Deck	Washes & Disinfects	Sundays
Pool Equipment	Puts away pool toys and heavy inflatable	Sundays
Lane Line	Sets-up	Sundays

The above are minimum requirements. More frequent cleaning may be necessary to maintain the facility cleanliness standards as listed below:

1. All hard and glass surfaces (floors, walls, windows, doors, ceilings, equipment etc...) shall be free from, but not limited to dust, dirt, mold, mildew, scum, smudges, mineral deposits and cob webs.
2. All stainless steel and chrome shall be clean as per item one above and polished.
3. All waxable surfaces shall be waxed and polished.
4. All trash shall be placed in dumpsters and clean liners in receptacles.
5. All paper product dispensers (toilet tissue, towels, and sanitary napkins) shall be properly stocked.

Custodial & Maintenance Aide

Job Description

Under direct supervision, performs a variety of duties related to cleaning and maintenance of the district building, fitness center and swimming pool.

Qualifications

- Minimum age of 18 years of age.

Responsibilities

- Mops floors
- Vacuums carpets
- Cleans sinks and toilets
- Washes windows
- Scrubs showers
- Empties trash
- Picks up litter
- Sweeps walk ways
- Cleans counters
- Dusts
- Assists Maintenance Manager with special projects
- Works in building maintenance and repair, grounds maintenance, equipment maintenance and construction of district facilities
- Performs other cleaning and maintenance duties as assigned. (Review supplemental list for detailed duties for this position).

Sunday Duties include:

- Stores pool equipment
- Washes pool deck
- Vacuums pool
- Set-ups lane lines

Physical Requirements

Ability to lift 30 pounds.

- Vacuuming pool requires heavy lifting and maneuvering a heavy vacuum attached to a long pole.
- Storing pool equipment requires lifting heavy inflatable toys.
- Lifting lane lines requires pulling weight that may exceed 25 pounds.

Ability to work with power tools.

Ability to stand, kneel, stoop and constantly move for up to eight hours.

Responsible To

Maintenance Manager

Job Conditions

Full-time hourly position. Variable hours and may require night or weekend shifts.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Executive Director

Job Description

Serves as the chief executive officer of Fidalgo Parks and Recreation District under the direction of the Board of Commissioners, and in accordance with the rules, regulations and policies of the District and the laws of the State of Washington. The Executive Director executes all executive and administrative powers and duties in connection with the conduct of District operations and serves as technical advisor, consultant, and staff to the Board of Commissioners.

Qualifications

- BA in Recreation/Public/Business Administration.
- Five years experience in the day to day operation of a business, recreation facility or other public entity that includes hands on experience with bookkeeping, fiscal planning, personnel management, marketing, fund raising, capital improvement projects, grant writing and public relations.
- Community First Aid/CPR.
- Experience at an aquatic/fitness facility is preferred; otherwise the applicant must be willing to spend the necessary time to quickly become familiar with the particular requirements of running a public aquatic/fitness facility.
- Effective communication, social and personnel supervision skills. These skills are needed by the Executive Director in order to foster a productive relationship with the Commissioners, allows the District to build coalitions with community organizations and various interest groups, and facilitate the Director's leadership role with staff.
- The ability to take initiative, be accountable and provide knowledgeable leadership and task organization skills in a variety of District operations that include aquatic/fitness program development and implementation, and facility maintenance.
- Computer skills are necessary. The Executive Director must be able to communicate effectively through written reports and letters, and generate a variety of financial reports, spreadsheets, brochures and handouts. The Executive Director is responsible for becoming proficient at using the current computer programs in use by the District.
- The ability to provide the initiative and knowledge necessary to complete a capital improvement project successfully, and track it as it moves from conceptualization, public approval, working with fundraising agents, grant writing and on through construction.
- General knowledge of the basic legal requirements of contracts, leases, and agreements and the ability to prepare draft documents for review by the District's legal counsel.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

Responsibilities

- Under the Board of Commissioners, organizes, directs and supervises all District services in accordance with the Board's direction and policy.
 1. Monitors all public services to ensure safety, quality, and patron satisfaction.

2. Assists managers in developing, scheduling, planning, and staffing.
 3. Approves the administration of the Fidalgo Benefit Account low-income recreation program.
- Prepares all items for the Commissioners meetings. These items include but are not limited to agendas, resolutions, action items, safety reports, staff and/or patron suggestions/complaints, senior staff reports and financial statements. Any other pertinent information that would assist the Commissioners or the Public to understand the District's day to day business should be provided in a timely manner so that each Commissioner can assume their sworn public duty and give direction as a Board.
 - As Chief Financial Officer of the District, the Executive Director prepares, justifies and controls the budget with full responsibility for all aspects of the fiscal administration of District funds while always striving to minimize the District's dependence on tax revenues for operation.
 1. Submits annual program and levy budgets to the Commissioners at the November Board meeting.
 2. Accurately reports the income and disbursement of all funds involved with the operation of the District on a monthly basis along with an appropriate analysis of this data.
 3. Oversees and must be able to prepare vouchers, monitor expense accounts and advises staff on expenditures.
 4. Personally interfaces with the County and State Auditors on all District business.
 5. Oversees and must be able to prepare the payroll, keep all records required by the State of Washington, maintain a monthly account as to the eligibility of each employee for Public Employee Retirement System, and maintain all employee benefit records.
 6. Periodically audits and reviews daily cash reports and reconcile with deposit slips.
 7. Assists the staff with developing, scheduling and negotiating rental or other contractual agreements.
 8. Analyzes and recommends fee schedule changes to the Board of Commissioners.
 9. Oversees and must also be able to prepare the monthly revenue reports for the Washington State Department of Revenue.
 10. Oversees and must also be able to prepare daily financial records; checking daily cash reports, preparing the daily accounting ledger and making bank deposits.
 - Organizes and coordinates the Maintenance & Operations Levy authorized by the State of Washington RCW 36.69.140
 1. Provides necessary information to the electorate.
 2. Submits to Skagit County the required documents for all levy and budget matters.
 3. Promotes public awareness of levy through the news and speaking engagements.
 4. Coordinates election efforts with other agencies.

- Consults with the Commissioner's Long Range Planning Committee and Senior Staff, to ascertain present and future needs for the District's facilities and programs.
- Submits to the Commissioners a three-year levy plan for approval before elections.
- Continues to update the comprehensive facility plan, and a strategic plan; Reviews with the Commissioners and Staff at least annually.
- Writes grants to achieve capital improvement projects, facility programs and equipment needs of the District.
- Maintains a current District Policy Manual that accurately reflects the Commissioners direction and complies with federal, state and local laws and ordinances.
- Oversees the preparation and documentation of all accidents and incidents reports involving the District and provides copies to the Commissioners when necessary.
- Prepares solicits and administers grant applications.
- Represents the District on public and community boards and committees and coordinates District operations with the appropriate city, county, state, and federal agencies.
- Represents the District's best interests by maintaining a positive relationship with service clubs (Kiwanis, Rotary, etc.) and regularly attending the Anacortes Chamber of Commerce meetings and functions.
- Continues as Ex-Officio to Friends of Fidalgo Pool and Fitness Center, and coordinates communication between the Commissioners and the organization.
- Maintains a positive relationship between the District and its patrons by circulating among the patrons during the various hours the facility is open and personally addressing any complaints or safety issues that arise in a timely and thorough manner.
- Recruits, selects, trains and dismisses full-time employees of the District. Concerns with selection and dismissal will be communicated to the Board through the job description for managers and the personnel committee.
 1. Administers disciplinary action and benefits of salaried employees with the help of the Personnel Committee.
 2. Administers wage adjustments within grade for full-time staff and recommends grade reclassification or merit adjustments to the Personnel Committee.
 3. Maintains a current file on each employee of the District.
- Directly and indirectly supervises, trains, cross trains and evaluates professional, technical and clerical personnel on a regular basis to be certain that all staff positions are adequately filled and performed at all times.

Physical Requirements

- Ability to sit and type at a computer station for up to four hours

Responsible To

Board of Commissioners

Job Conditions

Full-time salary and exempt.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Head Age Group Coach

Job Description

Organizes, supervises and assists in the Thunderbird Aquatic swim team program. Works directly with the Head Coach in areas of practice schedules, age group work outs and other swim team responsibilities.

Qualifications:

- Current Certifications (and/or ability to obtain within three months employment) CPR for the Professional Rescuer
- Swim Coach Safety Certification
- Water Safety Instructor
- 1-3 years coaching experience at age group level.
- Minimum age requirement of 19.
- Must be able to work early morning, evenings and weekends.
- American Swim Coach's Association (ASCA).
- 3 years lifeguarding and instructing swim lessons.
- Must be able to provide own transportation to swim meets.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

Responsibilities

- Enforces all of FPFC rules, regulations, policies and procedures.
- Assists in administering a comprehensive TAC competition program.
- Assists Head Coach and other coaches with meet line-up's, dates, and coverage of workout times.
- Promotes TAC and TAB to the surrounding communities.
- Maintains a working relationship with FPFC and TAC Booster Club.
- Continues the TAC learning/training program as established by Milt Helms & Bill Boomer.
- Assists in the dry land program design and implementation for all age groups.
- Maintains communication with appropriate officials from Anacortes School District High School Boys & Girls Swim Teams.
- Performs other related work as required.

Physical Requirements

- Ability to sit, stand, walk and swim throughout an eight hour day.
- Strong Swimming Skills.
- Ability to lift 20 pounds.
- Knowledge of basic computer skills.

Responsible To

Head Coach

Job Conditions

Part-time hourly. Hours are variable and require weekend work.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Head Coach/Youth Aquatic Manager

Job Description

Organizes, supervises, and coaches TAC (Thunderbird Aquatic Club) programs to include: a comprehensive and total swim team operation offering a competitive swim program. Works directly with the Executive Director and Department Managers to develop and advertise programs and recruit swimmers.

Qualifications - Current certification in the following: (and/or ability to obtain within three months of employment)

- Lifeguard Training Certification
- CPR for the Professional Rescuer
- Swim Coaches Safety Certification
- Experience in a head coaching capacity
- Agree to work towards American Swim Coaches' Association (ASCA) certifications
- Experience working with aquatic staff.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

Responsibilities

- Follows established policies and procedures as outlined in the Employee Personnel Manual and Accident Prevention Program.
- Enforces rules and regulations of facility and TAC.
- Follows FPFC procedures, directs and exercises the appropriate actions during emergency situations, rescues and other incidents. Fills out and submits appropriate reports.
- Works with the Executive Director to formulate and oversee TAC program's annual budget.
- Organizes and directs TAC programs, swim meets, training and clinics.
- Communicates and works with the Executive Director and Aquatic Manager to plan TAC events and coordinate pool use.
- Maintains a working relationship between FPFC and TAC Boosters as well as with the general public.
- Recruits, interviews, hires, schedules, evaluates and supervises assistant coaches.
- Maintains accurate records for the Thunderbird Aquatic Club. Assures that all swimmer records and USS registration are current. Audits monthly dues paid to FPFC and follow-ups on late, or inaccurate payments
- Maintains an up-to-date TAC handbook and assures distribution as necessary.
- Works with the Executive Director to develop and submit Anacortes School District.
- Prepares and submits press releases and public relations materials for all TAC programs.
- Assists with development and maintenance of District's quarterly brochure.
- Performs other related work as required.

Physical Requirements

- Ability to stand, sit, walk and swim throughout an eight hour day.
- Strong swimming skills.
- Ability to sit and type on a computer for up to four hours a day.
- Ability to lift 20 pounds.

Responsible To

Executive Director

Job Conditions

Full-time and hourly. Hours are variable and requires evening and weekend work.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Lifeguard (Entry level)

Job Description

Responsible for ensuring the safety of the facility patrons by preventing and responding to any and all emergencies.

Qualifications

- Must be at least 15 years of age.
- Current American Red Cross Lifeguard Training/First Aid (or accepted equivalent)
- Current American Red Cross CPR/AED.
- Knowledge and application of lifeguard surveillance and rescue techniques.
- Good customer service skills.

Responsibilities

- Responsible for the safety of patrons.
- Enforces all facility policies, rules, and regulations.
- Recognizes and responds effectively to aquatic emergencies.
- Inspects the pool area during shifts and reports all areas needing attention to immediate supervisor.
- Completes appropriate records and reports.
- Works as a team with co-workers.
- Responsible for work hours. Must obtain a substitute when unable to work.
- Completes additional duties as assigned.
- Prevents any and all drownings.

Physical Requirements

- Ability to stand for a 2.0 hour block of time on pool deck.
- Ability to lift 20 pounds.

Responsible To

- Head lifeguard, Senior Lifeguard, Aquatics Manager, and FPFC.

Job Conditions

- Part-time hourly position. Variable hours, weekend and nights shifts available.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Lifeguard (Head Lifeguard)

Job Description:

Lifeguard assigned shifts; able to supervise entry level lifeguards; lead by example using professional lifeguard standards; excellent communication skills & customer service; assist with staff in-service training as needed; work effectively with co-workers and management staff.

Qualifications:

- Current American Red Cross Lifeguard/First Aid/CPR/AED certification
- Current American Red Cross Lifeguard Management certification
- Current O₂ and Blood Borne Pathogens training
- Minimum 6 months experience as a lifeguard
- Knowledge & application of lifeguard surveillance and rescue techniques
- Understand and enforce facility policies, procedures, and rules
- Demonstrate leadership, public relations, and public service skills

Responsibilities:

- Lifeguard all assigned shifts. Be on deck 10 min. prior to all shifts
- Read Lifeguard Manual and follow training
- Attend all in-service and continuing education trainings. Prepare and present training modules as assigned.
- Maintain all required certifications
- Promotes safe aquatic facility
- Enforce all facility policies, rules, and regulations
- Recognizes and responds effectively to all emergencies
- Act as a liaison between patrons and guards as needed
- Inspect the pool area. Reports all unsafe conditions to Aquatics Manager
- Model and promote teamwork as a team leader and team member
- Follow opening and closing procedures, including reading & documenting chlorine & pH readings prior to assigned shift
- Serves as staff member in charge when no other managers or directors are present
- Performs other duties as assigned

Physical Requirements:

- Ability to stand/walk for 1.5 hour block of time on pool deck
- Ability to lift 50 pounds
- Ability to set up and take down all pool equipment

Responsible to:

- Aquatics Manager
- FPFC

Job Conditions:

Part-time, hourly position. Variable hours. Weekend and evening shifts may be required.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Lifeguard (Senior I)

Supervise and train new lifeguards during all Open Swims/Family Swims. Maintain a safe and consistently run pool operations. Lead by example demonstrating professional lifeguard standards at all times. Prevent any and all drownings.

Qualifications

- Must be 20 years of age or older and a high school graduate.
- American Red Cross Lifeguard Training/First Aid or equivalent.
- American Red Cross CPRO/AED or equivalent.
- ARC Head Lifeguard Certification. (Certification available on job site.)
- Thorough knowledge and application of professional lifeguard surveillance/rescue techniques.
- Knowledge of FPFCL Lifeguard Policies and Procedures. (Employee Manual)
- Excellent customer service skills & knowledge of leadership skills.
- Minimum of two year lifeguard experience required or reference for Senior Lifeguard Position.

Responsibilities

- Follow established policies and procedures as outlined in the Lifeguard Operations Manual.
- Assist lifeguards on deck in all areas. Assists with all emergencies in pool & building.
- Promotes “Team Players” and outstanding customer service skills with staff and patrons.
- Follows through with all first aid and incident reports and records.
- Follows all disease transmission guidelines set forth by the Am. Red Cross.
- Sets a professional example to staff and all patrons.
- Consistently enforces all facility policies, rules, & regulations.
- Recognizes and responds effectively to all emergencies.
- Inspects aquatic facility as required for each shift.
- Reports all unsafe concerns of equipment/staff/facility to Aquatics Manager.
- Totally responsible for staff & entire facility when Senior Lifeguard II/manager is out of building.
- Work closely with the Maintenance Manager/Senior Lifeguard II for all pool chemical/contamination knowledge & procedures.

Physical Requirements

- Ability to stand/walk/sit for 2-6 hour block of time on pool deck.
- Ability to lift 20 lbs, ability to set up and take down pool gear.

Responsible to

Aquatics Manager & Fidalgo Pool and Fitness Center.

Job Conditions

Part-time hourly position. Variable hours. Nights, weekends, & day hours available.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Maintenance Manager

Job Description

Performs a variety of duties related to maintaining a pool and the district's other facilities, related equipment and grounds. Able to execute a wide variety of skilled work, including but not limited to carpentry, plumbing, electrical and equipment maintenance. Operates the district boiler, and all equipment related to the pool and its water chemistry. Obtains bids and writes contracts with Executive Director for facility maintenance or repair, equipment repair or replacement, and general renovations. Plans, assigns and reviews the work of contract workers performing a variety of semi-skilled tasks in the repair and maintenance of Fidalgo Pool buildings and equipment. Exercises independent judgment in performance of duties.

Required Qualifications

- College degree; post high school technical training/certificate, construction technology; or any combination of training and experience that would provide the required knowledge and abilities pertaining to the required job duties.
- Experience in supervising outside contractors and projects.
- Must be able to communicate effectively with vendors, decipher vendor information, evaluate its practicality and communicate clearly to the Board of Commissioners and coworkers the need and its outcome.
- CPO or AFO certification (must be obtained within six months of hire).
- Standard First Aid/CPR (must be obtained within three months of hire).
- Ability to interpret plans specifications and working drawings.
- Good skill in the use of hand and power tools.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.
- Must have access to a vehicle to use in conjunction with District business.
- Ability to read and comprehend instructions, correspondence, and memos. Ability to help write contracts.
- Ability to effectively supervise the work of others.
- Experience in writing reports and preparing budgets.
- Computer skills – familiarity and knowledge of computer programs, such as Excel, Work, and Outlook

Desired Qualifications

- Two years of experience performing a variety of semi-skilled carpentry, painting, plumbing, and electrical tasks in the repair and maintenance of buildings and equipment.
- At least one year of a commercial pool maintenance experience.
- Familiar with software for maintenance systems and the ability to produce reports from programs.

Responsibilities

- Works in building maintenance and repair, grounds maintenance, equipment maintenance and construction of district facilities.
- Maintains and repairs a variety of equipment which includes: boiler, HVAC system, pool equipment and fitness equipment.
- Maintains pool chemistry, filters, and the cleanliness of pool and deck area.
- Maintains and repairs of all pool pumps, valves and pipes.
- Develops, creates and executes an annual maintenance management plan.
- Maintains locker rooms, which includes: tiling, repairing sinks, toilets, hairdryers, washer, dryer, shower poles and drains.
- Ensures that proper permits required for facility care are obtained.
- Paints inside and outside of building.
- Stripes and coats parking lot.
- Organizes and manages annual maintenance shut-down.
- Maintains neat and organized work areas.
- Operates and maintains power tools and hand tools and other equipment such as a pool vacuum and power washer.
- Supervises outside contractors.
- Manages janitorial crew.
- Performs work relating to planting and care of trees, shrubs, flowers and turf areas.
- Orders pool equipment, chemicals, janitorial supplies and other items for the maintenance department.
- Develops and implements maintenance and cleaning checklists, preventive maintenance schedules and a maintenance/equipment repair log. Documents the date and results of repairs in maintenance log, which will be kept as a permanent record.
- Has the flexibility to be available for emergency call-outs off time.
- Prepares reports as required by local and state laws.
- Assists the Executive Director to prepare the annual maintenance budget and levy operating requests.
- Takes remedial action on complaints regarding building and grounds maintenance.
- Participates in meetings and conferences.
- Update and implement departmental procedures manual.
- Performs other related work as assigned.

Physical Requirements

- Ability to sit or stand for more than eight hours per day.
- Ability to lift more than 50 pounds on occasion.

Responsible To

Executive Director

Job Conditions

Full-time salary, non-exempt position. Variable hours, weekend and night shifts may be required for emergency situations.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Maintenance and Repair Technician

Job Description

Under general supervision, performs semi-skilled maintenance work as a lead worker, and/or as specialist performing work in areas such as locksmithing, carpentry, plumbing, boiler care, and electrical. Obtains bids and writes contracts with Executive Director for facility maintenance or repair, equipment repair or replacement, and general renovations. Plans, assigns and reviews the work of contract workers performing a variety of semi-skilled tasks in the repair and maintenance of Fidalgo Pool buildings and equipment. Maintains swimming pool care and water chemistry. Performs other work as required.

Qualifications

- AA Building Construction Technology; vocational degree, such as in electrical work; or any combination of training and experience that would provide the required knowledge and abilities to pertaining to the required job duties.
- Two years of experience performing a variety of semi-skilled carpentry, painting, plumbing, and electrical tasks in the repair and maintenance of buildings and equipment preferred.
- At least one of year of a commercial pool maintenance experience preferred.
- CPO or AFO certification (must be obtained within six months of hire).
- Standard First Aid/CPR (must be obtained within three months of hire).
- Ability to interpret plans specifications and working drawings.
- Good skill in the use of hand and power tools.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.
- Must have access to a vehicle to use in conjunction with District business.
- Ability to read and comprehend instructions, correspondence, and memos. Ability to help write contracts. Ability to effectively present information in one-on-one and small group situations.
- A minimum of a 4th grade State of Washington Boiler License or (ten years experience) – must obtain a 4th grade State of Washington Boiler License within 6 months of employment.
- Computer skills – Familiarity and knowledge of computer programs, such as Excel, Word, and Outlook and software for maintenance systems and the ability to produce reports from programs.

Responsibilities

- Examines buildings and fixtures for needed repairs and maintenance and makes recommendations to management. Assists in establishing and implementing preventive maintenance program.
- Maintains and repairs a variety of equipment that includes: boiler, HVAC system, pool equipment and fitness equipment.
- Organizes and performs annual maintenance shutdown.
- Helps maintain inventory of materials, parts and supplies.

- Responsible for special projects that include remodeling and modernization of the District buildings and their exteriors.
- Estimates costs of repair; orders materials and assembles tools and equipment for projects.
- Repairs plaster and drywall; paints building structures, replaces ceiling tiles and light fixtures as needed.
- Performs plumbing, tiling and carpentry repairs.
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds.
- Operates and maintains power tools and hand tools and other equipment necessary for repair and renovation.
- Takes appropriate care of tools, materials and equipment at the work site.
- Prepares repair, water chemistry and other reports as required by local and state laws.
- Utilizes appropriate safety precautions in the performance of duties.
- Reviews the work of contract workers performing a variety of semi-skilled and unskilled carpentry, plumbing, and electrical, painting and general maintenance tasks.
- Inspects contractor work in progress and upon completion.
- Cleans and maintains pool and pool equipment; tests and regulates chemical balance of water, adds chemicals to tanks, cleans and maintains pool heaters, filters, controls and pumps; maintains records of pool testing results, chemical adjustments, and maintenance performed.
- Performs other related duties as needed.

Physical Requirements

- Ability to sit or stand for more than four hours.
- Ability to lift more than 50 pounds on occasion.
- Ability to climb up and down a ladder

Responsible To

Executive Director

Job Conditions

Hourly non-exempt position. Variable hours, weekend and night shifts may be required for emergency situations. Required emergency response time 30 minutes.

Water Safety Instructor

Job Description

Under general supervision, instructs students in various levels of skill development and class levels as assigned by the Aquatic Manager.

Qualifications

- Must be at least 17 years of age.
- American Red Cross Water Safety Instructor, CPR & First Aid.
- Leadership qualities and public relation skills.

Responsibilities

- Instructs water safety and assures the safety of registered students.
- Responds to any and all emergencies working together with certified lifeguards.
- Enforces all pool safety rules during swim lesson times.
- Demonstrates quality teaching skills and abilities.
- Assembles and disassembles all teaching equipment.
- Completes lesson report cards for last day of session.
- Teaches 1 safety skill each day in accordance with pool policies.
- Adheres to teaching hours.
- Obtains a substitute if unable to complete work hours. (Instructors are allowed to miss only 1 day per session, except if due to illness)
- Attends and participates in all in-service training as a requirement of employment.
- Assists in training by team teaching with new instructors.
- Is a leader and on-time.

Physical Requirements

- Ability to set up teaching tables with assistance.
- Ability to lift more than 20 pounds on occasion.
- Ability to set up equipment for teaching situations.

Responsible To

Aquatic Manager

Job Conditions

Part-time hourly position. Hours are variable.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

Water Safety Instructor Aide

Job Description

Under general supervision, instructs students in various levels of skill development and class levels as assigned by the Aquatic Manager. Teaches with experienced instructors.

Qualifications

- Must be at least 15 years of age.
- Fidalgo Pool and Fitness Center Instructor Orientation.
- Leadership qualities and continually develop public relation skills.

Responsibilities

- Instructs water safety and assures the safety of registered students.
- Responds to any and all emergencies working together with certified lifeguards.
- Enforces all pool safety rules during swim lesson times.
- Demonstrates quality teaching skills and abilities.
- Assembles and disassembles all teaching equipment.
- Assists in the completion lesson report cards for last day of session.
- Instructs safety procedures for aquatic safety.
- Adheres to teaching hours.
- Obtains a substitute if unable to complete work hours. Instructors are only allowed one substitute per swim session.
- Attends and participates in all in-service training as a requirement of employment.
- Be an on-time and responsible employee.
- Performs four hours of volunteer teaching prior to being placed in a paid status.

Physical Requirements

- Ability to set up teaching tables with assistance.
- Ability to lift more than 20 pounds on occasion.
- Ability to set up equipment for teaching situations.

Responsible To

Aquatic Manager

Job Conditions

Part-time hourly position. Hours are variable.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.