



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 094-23**

**OPENING DATE: 05/17/2023**

**CLOSING DATE: 06/30/2023**

**POSTED: IN/OUT**

**POSITION:** Assistant Aquatic Coordinator  
**PAY GRADE:** NE4 (\$14.52/hr. - \$19.60/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.