

School District of Tomahawk Tomahawk, Wisconsin

Activities, Recreation, and Pool Director Position Description

Status: Non-Exempt (Salaried). 260 days to be scheduled over 12 months

Reports To: District Administrator and Building Principals

Position Division of Duties:

75% Recreation and Pool Director

10% 6 - 8 Activities Director

15% 9-12 Activities Director

Definition of Position:

Under the supervision of the District Administrator and Building Principals; directs the activities, staff, and programs of the 6-12 student athletic/co-curricular activities, district recreation programming, and the swimming pool. Consults with and assists the teaching and coaching/advisor staff in developing programs and activities utilizing the pool, auditorium, and athletic fields and gyms. Consults with and assists business, industry, the general public, clubs, and organizations in programs and activities utilizing the pool, auditorium, fitness room, and athletic fields and gyms. This position is partially funded with community service funds. If these funds are no longer available, that portion of the position will be eliminated.

Qualifications:

- High School Diploma as a minimum with post-high school education preferred.
- A current Water Safety Instructor's (WSI) certificate and Life Guard Training Instruction issued by the American Red Cross preferred.
- Be properly trained in first aid procedures, ARC First Aid, Adult, child, and infant CPR.
- Have demonstrated abilities to organize, and show concern about people and programs.
- Be able to establish reporting and accounting procedures for the total operation of the district facilities and equipment.
- Teaching and coaching experience preferred but not required.
- Ability to receive and respond to complaints, requests for information, and other details in a pleasant /professional and efficient manner.
- Be self-directed and motivated.
- Is prompt and thorough in completing work and attending to details accurately.
- Ability to follow oral and written instructions.

Responsibilities:

1. Select and train personnel who will be responsible for class instruction, lifeguard duties, coaching duties utilizing the District's prescribed procedures.
2. Set up and maintain conditions conducive to maximum safety, sanitation and environment for the pool, auditorium, fitness room, and athletic fields and gyms.
3. Plan and implement quality programs suited to the needs and interests of students, staff and the community the District serves.

4. Recommend the purchase of equipment and supplies for the pool, auditorium, fitness room, and athletic fields and gyms.
5. Provide a yearly report on all activities of responsibility.
6. Consistently communicate school programs and events to the community.
7. Supervise and assist certified instructors, coaches/advisors, and other pool staff.
8. Coordinate all activities of the pool, auditorium, fitness room, and athletic fields and gyms with the school calendar utilizing the school facility and activities scheduler.
9. Assess appropriate fees for outside groups/individuals requesting use of school facilities.
10. Develop and place in operation appropriate rules and regulations governing the conduct of school activity participants.
11. Recommend for selection, assignment, promotion, discipline, and the completion of evaluations of activity coaches/advisors.
12. Hire officials, team physicians, and police as required, and assumes general responsibilities for proper supervision of home events.
13. Arrange transportation for away events/activities.
14. Verify each participant's eligibility according to established physical and academic requirements of eligibility for participation.
15. Supervise all ticket sales and fund-raising events of the activity's programs, and assumes responsibility for proper handling of funds.
16. Keep record of the results of all 6-12 activities.
17. Any other duties assigned by the District Administrator.

Additional Responsibilities:

1. Is an active participant in required/recommended WIAA and conference activity meetings.
2. Stay current with WIAA regulations and implements changes as necessary.
3. Works in conjunction with the District Administrator and School Principals as needed.
4. Monitor and reply to emails before and after work hours, including weekends.
5. Maintain confidentiality in all phases of the position.

Evaluation:

The position will be evaluated on a continuing basis by the School District Administrator.

Physical demands include:

Walking and standing, climbing, bending, kneeling to provide safety response if needed, push and pull large objects, lift and move objects (up to 60 lbs.), repetitive bending and lifting, and repetitive arm motions.

Update: June 29, 2021