



Diocese of Fort Worth Position Description

Job Title: Aquatics Supervisor
Reports To: Director of Aquatics
Revised Date: October 20th, 2021
Approved By:

Purpose Statement

1. The essential function of the Aquatics Supervisors is to support the Director of Aquatics and all duties of the Natatorium. This will include rental supervision, maintenance as assigned, and helping with program development.
2. The Aquatics Supervisor will report directly to the Director of Aquatics and Executive Facility Director and intern Executive Director of Athletics

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assisting in manning the pool deck when Director of Aquatics assigns you. This includes all Nolan Catholic High School athletic training, Nolan Catholic High School swim team, outside clubs, etc.
2. Manage Lifeguards during hours of pool operation.
3. Assisting and coaching outreach to Diocese middle schools.
4. Assisting in upkeep of Natatorium (chemicals, weekly cleaning of pool and or deck)
5. Manage access to the Natatorium with assistance from Director of Aquatics and the Facility Department.
6. Work alongside Director Aquatics to plan, implement, supervise and coordinate the aquatic program for Nolan Catholic; including but not limited to planning and administration, instructional programming, programming for the Community and lifeguarding training.

Essential Job Functions

1. Supports and upholds the philosophy of Catholic education and the mission of the school
2. Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
3. Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
4. Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook



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5. Represent the administration of Nolan Catholic High School faithfully, loyally, consistently and clearly in all communications with all NCHS continents (including but not limited to faculty, staff, parents, students, alumni, donors and board members). Communicate with all NCHS constituents in a manner intended to strengthen those constituent's confidence in the school's mission and administration.
6. Offer feedback regarding school problems/issues/concerns to NCHS administration in a constructive and professionally appropriate manner. Confine such expressions (including disagreement with or criticism of policy, program direction, or specific administrative decisions) to the administrative internal forum, i.e. closed door meetings with the president, the president's cabinet, and/or the superintendent of Catholic schools.
7. Participate responsibly as a member of committees to which you are appointed. Within committee, speak freely on proposals and actions under consideration. Outside of committee meetings, refrain from criticizing the decisions or actions of committees on which you serve.
8. Comply with all NCHS policies and procedure, the relevant policies and procedures of the Catholic Diocese of Fort Worth, and the diocesan code of conduct.
9. Conduct relationships with immediate supervisor and other supervisors in a manner that is constructive, open to direction, and reflects commitment to an ethic of continuous improvement.
10. Engage in self-development. Participate in school in-service programs for self-enrichment to maintain high quality of practice, and seek further professional growth through other training/educational opportunities.
11. Act in a manner that is consistently courteous and respectful of students, parents of students, colleagues, and other constituents of NCHS.
12. Discharge duties according to the highest standards of performance, ethical behavior and professional practices.
13. Demonstrate sound judgment and independence of thought.
14. Protect confidentiality of information of all students and families, complying with all applicable legal requirements.
15. Attend all mandatory meetings.
16. Assume personal responsibility for timely completion of assignments without interference to quality of work.
17. Adapt to changes in work environment, program requirements, and workload.
18. Present and maintain professional appearance and demeanor; adhere to NCHS dress code.
19. Assume responsibility for personal attendance and punctuality.
20. Assist in training and orientation of other employees as requested.
21. Exemplary written, oral and interpersonal communication skills.
22. Exemplary management and personnel supervision skills, as demonstrated by prior work experience.



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23. Three years' prior experience in facilities management.
24. Proficiency with technology/computer applications used by the facilities office.
25. Proficiency with problem solving and team decision making.
26. Such exceptions to the above that the president finds acceptable.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Normal office conditions.
2. Moderate to high noise levels with frequent student interruptions.
3. Moderate to high work pace for extended periods of time.
4. Duties entail periodic patrolling of the entire campus including all buildings, grounds and facilities.
5. Fulfillment of job description requires work above and beyond routine hours of operation; extended time periods; responding to emergency situations at any hour; work both indoors and out.
6. The employee may be exposed to communicable diseases.
7. Some off-campus work may be required to attend meetings.
8. While performing the duties of this job, the employee is exposed to few environmental or hazardous conditions; however, the employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, and outside weather conditions.

QUALIFICATIONS

1. Lifeguard
2. Bachelor Degree

! Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for



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revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position

I have reviewed this job description and understand the performance expected. I understand that periodically it may be necessary for me to perform other duties as assigned by a supervisor. I have received a copy of this job description.

Employee's Name

Employee's Signature

Supervisor's Signature

Date

Employee Certification

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a "work at will" state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.

By my signature below, I verify that a copy of this document has been provided to me and I have had an opportunity to review it and discuss its contents. I understand this document does not create or imply any employment contract or agreement, and is meant only to be a guide to me in my regular duties. I understand that tasks or assignments may be added or removed from the job description by my supervisor at any time, without prior notice.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____