



POSITION DESCRIPTION

The mission of the Belmont County Board of Developmental Disabilities is to encourage, support, and respect people on their journey through life.

POSITION TITLE: ***Aquatics Specialist***

DEPARTMENT: Administration

REPORTS TO: Director of Quality Supports

EMPLOYMENT STATUS:	Non-Exempt	Full-Time	2080	EFFECTIVE DATE:	06/01/2025
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MINIMUM QUALIFICATIONS

1. Certified Lifeguard or able to obtain certifications within 3 months of hire.
2. Certified in CPR, First Aid and AED or able to obtain certification within 3 months of hire.
3. Must be comfortable in the water and possess strong aquatic skills.
4. Basic understanding of pool chemistry, including handling, measurement and adjustment, filtration, turnover rates and their relation to chemical treatment or ability to learn within 3 months of hire.
5. Three years of experience working in an aquatic facility (preferred).
6. Experience in providing instruction to individuals with developmental disabilities.
7. Must be able to safely lift, carry, push, and pull up to 50 pounds as part of routine job duties and perform physical tasks such as bending, reaching, and standing for extended periods.
8. Must be able to operate a county vehicle, including the safe transportation of people served as required.
9. Must be able to work in water and a humid environment for long periods.
10. Basic computer skills
11. Satisfactory comprehensive background check requirements pursuant to OAC 5123:2-2-02
12. Satisfactory physical examination upon request
13. Valid driver's license

GENERAL DESCRIPTION

Under the guidance of the Lead Aquatic Specialist and general supervision of the Director of Quality Supports, this position is responsible for providing aquatic instruction to children and adults, of all abilities.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES

1. Must be able to accept guidance and feedback from the Lead Aquatic Specialist.
2. Implement activities and monitor aquatic participants.
3. Work with outside agencies, public schools and families to maximize use of the pool as a community resource.
3. Assist with cleaning the facility areas as needed.
4. Familiarity with local/state health regulations for public swimming facilities.
5. Provide support services, safety oversight within the pool area, gymnasium and other environments as necessary.

6. Assist students as needed in changing into swimwear. Assist with hygiene needs as necessary.
7. Utilizes and maintain equipment, track lift, flotation devices, etc.
8. Maintains a safe environment, monitoring and supervising all aquatic participants.

OTHER RELATED DUTIES AND RESPONSIBILITIES

1. Follows all policies and procedures of the Belmont County Board of DD as well as all laws applicable to the position.
2. Maintains necessary records and completes reports in a timely and accurate manner; completes incident reports in an immediate fashion.
3. Attends and participates in all required meetings, conferences and trainings.
4. Maintains required license/certification.
5. Provides classroom coverage as requested.
6. Performs other related duties as required.

EXPECTATIONS

1. **Time Management**
Completes regular tasks without prompts, evaluates and prioritizes, and plans tasks so as to maximize efficiency; shows motivation to initiate tasks. Utilizes unstructured time as direct service, encourages activities with students. Imposes self-discipline to prevent wasted time in non-productive activities, such as excessive socialization with other staff members. Equally shares instruction time/skill development among all students.
2. **Problem Solving/Decision Making**
Utilizes applicable rules, regulations, and policies as a foundation for decision making. Gathers all relevant information and explores all possible options. Takes ownership of decisions. Exercises good judgment and control in stressful and frustrating situations.
3. **Communication**
Promotes a positive and friendly environment, treating all students, families and staff members with respect. Exercises professionalism as a representative of this agency in all external and internal communications, both written and oral. Employs conscientious listening skills to truly understand the needs and wants of students and families. Communicates openly and shares concerns as warranted with an approach that is sensitive to others. Receives concerns and criticisms conscientiously.
4. **Team Effort/Cooperation**
Understand the importance of team building with the constant focus of the student as the main priority.

UNUSUAL WORKING CONDITIONS

1. May be exposed to blood borne pathogens, communicable diseases, and/or aggression in situations of personal conflict or crisis.
2. Works a flexible schedule, at times, in order to meet the needs of students and families served.

This position description serves as an overview of the position and in no manner states or implies that these are the only duties and expectations required. Administration reserves the right to modify the contents of this document at any time. By signing, employee certifies that he/she has reviewed the position description and is aware of the duties and expectations of the position.

SUPERVISOR SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	