ALLEGAN PUBLIC SCHOOLS

550 Fifth Street - Allegan, MI 49010 - (269) 673-5431

JOB POSTING/VACANCY

POSTING DATE: April 20, 2018

POSITION TITLE: Aquatics Director and Age Group Swim Coach

QUALIFICATIONS:

Education: High School Diploma
Swimming Pool Operator Certification Preferred

Certification: CPR Certification
First Aid and Lifeguard Training Certification

Skills:

- Evidence of successful pool operations and office management
- Ability to oversee all office duties, including but not limited to, deposits, purchasing, monthly reporting, invoicing, etc.
- Demonstrate effective management skills – including recruiting, hiring, promoting, and terminating staff; planning, scheduling, supervising and evaluating staff
- Demonstrate financial management skills including budgeting and financial record keeping
- Demonstrate effective written and verbal communication skills
- Ability to interact positively with parents, students, staff, and the public
- Capability to respond to flexible time demands; including evening and/or weekend work
- Ability to develop and implement a marketing plan; including maintaining the website and social media accounts
- Visionary leadership with planning skills and attention to details

REPORTS TO: Director of Finance and Operations

TERMS OF EMPLOYMENT: 52 weeks; Days and Hours to be determined

SALARY: $38,000 - $42,000

APPLICATION DEADLINE: May 11, 2018

APPLICATION PROCESS: Apply online at alleganps.org (ONLINE APPLICATIONS through Frontline)

Questions about this position may be directed to: Kevin Harness, Superintendent (kharness@alleganps.org)

Internal Posting ___X___	External Posting __X___	Copy to AEA Rep. _____	APS web page___X___	APS Facebook _X___
Universities __X___	MASSP __X___	MEMSPA__X____	Other _____	

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