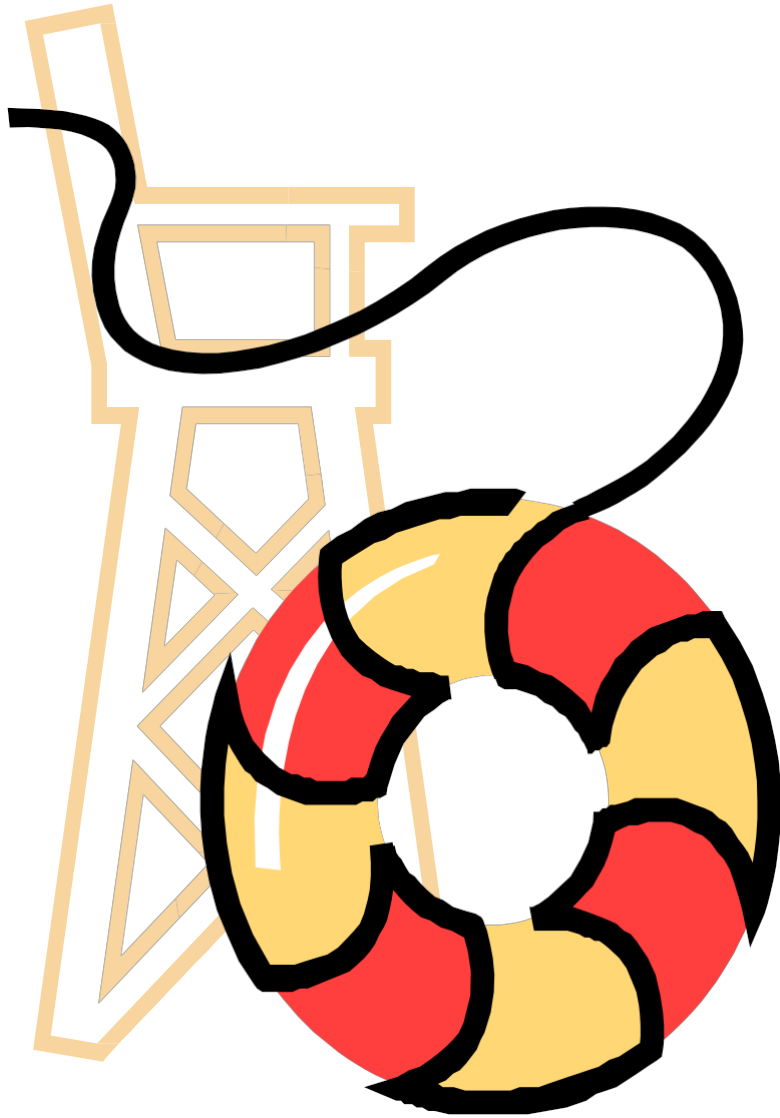


# **Whitewater Aquatics & Fitness Center**



## **Operational, Policy and Procedure Manual**

Updated March 2024

Whitewater Aquatic and Fitness Center

580 S. Elizabeth St, Whitewater, WI 53190

262-473-4900

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# Introduction

The Whitewater Aquatic & Fitness Center is one of the services provided by the City of Whitewater. This Department includes the Fitness Center and the Aquatic Center. Some of the programs offered by the Aquatic Center are swimming lessons, water aerobics, American Red Cross Courses, recreational swims, special events and much more. The Aquatic Center features both a leisure pool and lap pool. The Leisure Pool features a lazy river, water slide, whirlpool, and play structure. The Lap Pool features 8 lanes and a ramp for easy accessibility.

The Director of our Parks Department is at the top of our chain of command. He is immediately responsible to the City Manager.

**Job Positions and summaries are below:**

*Parks Director*  
*Athletic Program Coordinator*  
*Aquatics Manager*  
*Head Lifeguard*  
*Aquatic and Fitness Programmer\**  
*Customer Service Coordinator\**  
*Staff Lead (Person in charge)*  
*Head Lifeguard*  
*Front Desk Lead*  
*Front Desk/Concession Staff*  
*Attendants*  
*Group Fitness Instructors (Aquatic & Land based)*  
*Personal Trainers*  
*Fitness Attendants*  
*Lifeguard*  
*Swim Lesson Instructor (WSI)*  
*Swim Lesson teaching aide (non-WSI)*

***\*Job descriptions with City of Whitewater***

## **Head Lifeguard/ Staff lead**

In addition to all Lifeguard responsibilities, the primary responsibility of the Staff lead is to oversee the facility operations in the absence of the Aquatic/Fitness Programmer and Customer Service Coordinator. Specific responsibilities include: walking through the facility every 30 minutes, reporting any maintenance needs to area supervisor and documenting appropriately, completing tasks on nightly checklist (work with aquatic & other dept staff), completing any necessary chemical testing, maintain facility cleanliness and checking in filter room for issues. The head guards may also be expected to teach swim lessons as needed, fill in for absent guards, give guards breaks for meals/restroom. Staff lead may assist front desk personnel as needed, offer tours and information, other duties as assigned.

Certifications: Head guards: Must have current certifications in Lifeguarding and CPR-Pro & AED, WSI certification preferred.

Water Park lifeguard certification required before start of first shift.