

Job Title: Aquatics Coordinator

Duration: Annual

Reports To: Recreation Center Manager

FLSA Status: Non-Exempt

Grade: 12

Wage: \$54,094 - \$68,525 Annual

Prepared By: Recreation Center Manager / Finance & HR Manager

engaged in and participates in aquatic facility duties.

Essential Duties and Responsibilities including the following. **Other duties may be assigned.**

- Develops, promotes, and occasionally participates in aquatic programming, including swim lessons, water safety events, camps, etc.
- Communicates and delegates duties to head lifeguards.
- Adapts aquatic programs to meet needs of individual agency or institution such as hospital, armed services, children service, or aged community.
- Introduces and trains staff on new aquatic program activities, equipment, and materials.
- Interprets aquatic services to public and participates in community meetings and organizational planning.
- Coordinates with administrative or other professional personnel such as those engaged in medicine, social work, nursing, psychology, and therapy, to ensure that aquatic programming is well balanced, coordinated, and integrated with special services.
- Ensure that safety standards, sanitary requirements and regulations are enforced.
- Inventory equipment and supplies.
- Enforce water safety rules and regulations.
- In coordination with District Maintenance Manager ensure routine aquatic maintenance is performed.
- Notify direct supervisor of disturbances, emergencies, and staff performance problems.
- Acts in emergency situations and provides rescue and first aid assistance until medical personnel arrive.
- Inspects the aquatic facility and locker rooms for unsafe conditions and cleanliness to prevent accidents and reports any hazards to direct supervisor.
- Determines chlorine content and pH value of water with water testing kit.
- Fills out reports for incidents and/or other records for reference.
- Ability to work well with employees who are minors.

Supervisory Responsibilities

Directly supervisors 10 to 25 minor aged employees in the Aquatics Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning and directing work; appraising performance; rewarding positive behavior and addressing complaints.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality.

Written Communication - Writes clearly and informatively; Able to read and interpret written information.

Teamwork - Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Supports organization's goals and values.

Judgement - Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Cost Consciousness – Works within approved budget; conserves organizational resources.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to three months experience and/or training in aquatics and/or managing minor aged employees in a stressful setting; or equivalent combination of education and experience.

Previous lifeguard and swimming instruction experience preferred, but not required – willing to train.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

Current Valid Driver's License

Red Cross Lifeguard Certification (Ability to obtain within 3 months of date of hire)

Lifeguard Instructor Certification (ability to obtain within 6 months of date of hire)

Aquatics Facility Operator License (ability to obtain within 6 months of date of hire)

Water Safety Instructor Certification (ability to obtain within 1 year of date of hire)

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms and climb or balance. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually loud or noisy.

Other Requirements:

Availability to work day shift, early mornings, late evenings and/or weekends