

Aquatics Coordinator

Dept/Div: *Parks and Recreation*

FLSA Status: *Non-Exempt*

General Definition of Work

Performs intermediate technical work planning, organizing and coordinating aquatics programs and staff, supervising swimming pool operations, providing oversight and training of staff, and related work as apparent or assigned. Work is performed under the moderate supervision of the Recreation Program Supervisor. Continuous oversight is exercised over assigned aquatics staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

Coordinates and executes swimming lessons, including recruiting, scheduling, reporting, documentation; assists with training and supervising staff.

Plans and leads Lifeguard and Water Safety Instructor Certification classes; teaches basic water rescue and personal water safety.

Plans and leads lifeguard in-service orientation and trainings; facilitates Junior Lifeguard Program.

Coordinates Neighborhood Wading Pools, including scheduling and assisting with training and staff supervision.

Evaluates programs, participants and staff.

Creates and designs marketing materials for programs, continuing education and research for new programs.

Knowledge, Skills and Abilities

Thorough knowledge of aquatics programming and the physical operation of plant equipment of swimming pool; thorough knowledge of the philosophies, principles and practices of professional recreation work; thorough knowledge of first aid and life saving methods and safety precautions used in aquatic recreational work; ability to efficiently schedule and coordinate use of pool facilities; ability to communicate effectively, both orally and in writing; ability to prepare reports; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates, program participants and the general public.

Education and Experience

Associates/Technical degree with coursework in aquatic programming, or related field and considerable experience supervising staff and teaching swimming lessons, or equivalent combination of education and experience. Bachelor's degree preferred.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms and pushing or pulling and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work frequently requires exposure to wet, humid conditions (non-weather) and exposure to outdoor weather conditions and occasionally requires exposure to toxic or caustic chemicals and exposure to blood-borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Special Requirements

Required upon hire:

Red Cross Water Safety Instructor certification.

Red Cross Lifeguard certification.

Red Cross Lifeguard Instructor certification.

Required within one year:

Red Cross Water Safety Instructor Trainer certification.

Last Revised: 9/15/2016