AQUATICS COORDINATOR

DEFINITION AND PURPOSE: Under the general direction of the Recreation Services Manager, the Aquatics Coordinator will be responsible for developing and implementing a comprehensive plan for service-oriented management of aquatics programs including, but not limited to, swim lessons, public swim, water aerobics, master swim, water polo, and adult lap swim. The Coordinator is responsible for training and recruiting lifeguards, and other staff as needed to assist with these duties.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Hire and train staff as needed
- Act as liaison between user groups and District
- Coordinate pool use with Recreation Services Manager, Customer Service/Marketing Manager and Facilities and Grounds Manager
- Prepare all necessary site materials for efficient and safe aquatics programs
- Review department time on the time clock system; ensure that all entries are correct
- Schedule lifeguards, WSI's, aides, instructors and cashiers for Sierra Pool, Splash Pool, and Placer Hills Pool
- Substitute as WSI and/or lifeguard when needed
- Ensure chemical balances are at acceptable levels, keep written records
- Ensure compliance with State, local and Red Cross guidelines
- Responds quickly to all safety related issues
- Assist with the long-range planning of the District's aquatics program
- Maintain a positive relationship with the public in accordance with the policies and procedures of the District
- Hold regularly scheduled office hours
- Answering phones, returning calls, scheduling private swimming lessons
- Facilitate weekly staff meetings
- Program registration assistance
- Data entry and use of Microsoft Word
- Keep Facilities and Grounds Manager aware of maintenance conditions and supply needs

NON-ESSENTIAL JOB FUNCTIONS:

- Attend weekly supervisory staff meetings
- Work with swim and synchronized swim parent's club president(s) as needed
- Other duties as assigned
- Completes an end of season report

KNOWLEDGE, SKILLS AND ABILITIES

Strong organizational and teaching skills; ability to multi-task; work independently and as part of a team; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; meet the public in situations requiring diplomacy and tact; analyze and resolve unusual situations through application of District policy; establish and maintain cooperative working relationships with District employees, volunteers and the general public. Ability to teach all levels of swimming, beginner through advanced swimmer.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Equivalent to an AA degree with major work in recreation, physical education, public administration, or related field. BA/BS degree is desirable. Two seasons as pool manager and/or swim team head coach strongly desired.

LICENSES AND CERTIFICATES

Must have WSI, Lifeguard Training, CPR for the Professional Rescuer and EMSA (Title 22) certificates prior to employment.

Lifeguard Instructor certificate and Certified Pool Operator/Aquatic Facility Operator certificate are preferred.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The need to climb stairs and lift and carry equipment and kids weighing up to 50 pounds are sometimes required. The position requires working in an outdoor environment in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and pool chemicals. The position requires several hours of work on swimming pool decks, in all weather conditions and in direct sunlight. The noise level of the outdoor setting can be loud especially when working around children.

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required. This position requires you to carry out your duties on-site.

COMPENSATION: Part-time, seasonal non-union position.

Wage rate range

$26.76 - $34.09

Auburn Area Recreation and Park District is an Equal Opportunity Employer.