

Job Title: Aquatics Coordinator
Department: Parks and Recreation
Reports To: Aquatics Manager
Grade: 13
Range: \$37,115 – \$53,826

Position Summary: Responsible for planning, coordinating, implementing, and supervising seasonal, year-round, and specialized aquatics programs, services, and activities for all age groups; preparing and maintaining program information, schedules, rosters, files, and records. Maintains aquatic areas and promotes aquatic safety. Work is performed under the general supervision of the Parks and Recreation Director and oversight from the Aquatics Manager.

Example of Work (Essential Functions)

- Assists with pre-season start-up and post-season close-down procedures of outdoor facilities.
- Coordinates swimming lessons for the department at both the indoor and outdoor pools.
- Supervises pool activities and employees, enforces pool rules and regulations, and maintains an attentive lookout for potential accidents in the swimming pool and surrounding facility and appropriately corrects problems.
- Performs and monitors customer service for the pools and staff and accounts for financial records of the pool and pool employees.
- Serves as a lifeguard and cashier as needed.
- Responds to emergency situations as needed.
- Assists with testing and documentation of water tests and the operation of the filtration and chlorination system.
- Assists with the administration of training and in-services.
- Performs all other related tasks as required.

Examples of Work (Marginal Functions): None.

Certificate, License: Valid driver's license. Current AFO or CPO preferred. Current certification as a Lifeguard Instructor (LGI), Water Safety Instructor (WSI) and CPR for the Professional Rescuer Instructor preferred.

Required Education and/or Experience: Two to three years related experience and/or training; or Associate's degree; or equivalent combination of education and experience.

Preferred Education and/or Experience: Four to five years related experience and/or training; or a Bachelor's degree from a college or university; or an equivalent combination of education and experience. Degree in parks and recreation or related field. Experience preferred.

Abilities, Knowledge, Skills:

- Ability to anticipate problems.
- Ability to apply common sense understanding to carry out instructions and directions furnished in written, oral, or diagram form.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to effectively present information, respond to questions and effectively interact with associates, clients, customers, managers, and the general public.
- Ability to establish and maintain effective working relationships with associates, general public, customers, contractors, vendors, public officials and City Council.
- Ability to handle situations through diplomacy, judgment, and logical reasoning abilities.
- Ability to interpret a variety of instructions and directions furnished in written, oral, diagram, or schedule form.
- Ability to maintain files and records.
- Ability to maintain order in a public facility.
- Ability to perform a considerable volume of detailed record keeping tasks accurately and efficiently.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to reliably and predictably carry out duties.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to swim at a high skill level and dive.
- Ability to work under distracting conditions, analyze safety situations, and train and guide others.
- Ability to write reports, business correspondence, and procedure manuals.
- Knowledge of department programs, policies, procedures and regulations.
- Knowledge of the operation of a recreation facility.
- Skill in operating a personal computer, laptop, other department office equipment; using applicable department software, using Microsoft products, using web-based systems, and performing data entry.

Supervision: May assist Aquatics Manager with supervision.

Working Conditions: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed less than one third of the time to conditions such moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals, and outside weather conditions. The worker may be subject to extreme environmental conditions including high temperatures and humidity, noise, and hazards associated with power and hand tools. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment. The noise level in the work environment is usually loud when in the field, moderate when in the office.

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

While performing the duties of this position, the employee is regularly required to stand and walk; use hands to finger, grasp, handle, or feel; reach with hands and arms, and talk or hear. The employee is occasionally required to sit; climb or balance and stoop, squat, bend, twist, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds occurs, in emergencies may be necessary to lift, move, push, or pull up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision, and ability to adjust focus. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data operation of machines.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.