

**Grand Forks Park District
Position Description
Updated 12/15/16**

Position: Aquatics Coordinator
Incumbent:
Status: Exempt
Supervisor: Sports & Recreation Manager

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

A: STATEMENT OF PURPOSE

This position is responsible for directing the aquatics programs at Choice Health & Fitness and the outdoor pools, and aids/assists in the management of the facility/staff. This position also functions as a member of the management team.

B: DUTIES/RESPONSIBILITIES/STANDARDS

Critical Element #1

Operate as an effective member and leader of the cultural environment defined by the Choice Health & Fitness value statement and culture guidelines.

Expectations

1. As an employee, meet the expectations of the organizational core values and culture.
2. As a coordinator, lead staff by direction and example to meet the expectations of the organizational core values and culture.

Critical Element #2

Serve as an effective member of the management team to assist with the development of policies and procedures that will provide a professional and exciting environment for the staff and clientele at Choice Health & Fitness.

Expectations

3. Meet on a weekly basis with the general manager, department managers and coordinators, and other team members to set, implement, and evaluate policies and procedures that will enhance the success of Choice Health & Fitness.

Critical Element #3

Serve as a member of the hiring committee to assist in hiring skilled people as it pertains to aquatics programming positions at Choice Health & Fitness and the outdoor pools, in order to provide clientele with competent services.

Expectations

4. Assist and provide input in the interview and hiring process for the aquatics programming personnel.
5. Train and schedule aquatics program personnel.
6. Evaluate part-time aquatics program personnel on an annual basis and seasonal program personnel at the end of each season.

Critical Element #4

To develop and coordinate the aquatics programs under the guidance of the sports & recreation manager and in cooperation with the fitness manager, as it pertains to utilizing aquatics staff for aquatic exercise classes.

Expectations

7. Develop and coordinate the aquatics programs and events.
8. Operate each aquatics program or event in a manner that promotes participation and retains customers.
9. Use customer satisfaction processes for select programs, bi-annually, to document program quality.
10. Evaluate program statistics quarterly and make appropriate changes to the schedule.
11. Meet on a weekly basis with the sports & recreation manager in order to discuss the coordination, operation, and evaluation of the aquatics programs and events.

Critical Element #5

Develop, prepare, and adhere to goals and budgets for the aquatics programs under the guidance of the sports & recreation manager.

Expectations

12. Provide the sports & recreation manager with monthly documentation of all aquatics program budgets and goals.

13. Operate the aquatics programs and events within budget.

Critical Element #6

In conjunction with the public relations and marketing department, use proper promotional tools to ensure adequate marketing of the aquatics programs and events.

Expectations

14. Assist the marketing department in the development, organization, and distribution of the marketing materials to ensure the success of all aquatics programs and events.

15. Assist the marketing department with the development and implementation of marketing strategies that successfully promote aquatics programs and events.

16. Adhere to “brand standards” guidelines set forth by Choice Health & Fitness and its partners.

Critical Element #7

Develop and coordinate relationships with outside businesses and organizations while adhering to the core values of the Choice Health & Fitness.

Expectations

17. Develop sponsorships packages that enable the aquatics programs and events to be enjoyable, efficient, and cost effective.

18. Develop business relationships and cooperation with outside agencies in order to improve the overall success of the aquatics programs and events.

Critical Element #8

Provide input to the sports & recreation manager relating to the development and coordination of aquatics programming and standards, and adherence to policies for the Choice Health & Fitness and the Grand Forks Park District.

Expectations

19. On a minimum of a monthly basis, meet with the sports & recreation manager to provide information relating to the development and coordination of all aquatics programming and standards.

20. On a timely basis, provide the sports & recreation manager with information relating to the aquatics programming area’s adherence to polices and objectives according to accepted industry standards.

Critical Element #9

Assist with the development and design of facility layouts for the aquatics programming areas including proposals and recommendations for equipment purchases and maintenance.

Expectations

21. Meet with the sports & recreation manager to provide advice on equipment purchases and other necessary developments regarding the aquatics programming.
22. Under the guidance of the sports & recreation manager and via cooperation with the maintenance department and aquatics programming staff, ensure adequate facility and equipment maintenance and recordkeeping according to manufacturer and industry standards.

Critical Element #10

Serve as a Manager on Duty (MOD) as assigned on a limited basis.

Expectations

23. Ensure proper facility opening and closing procedures are completed and upon closing the facility, ensure the facility is secured and all employees have safely exited the premises.
24. Oversee and support all facility staff, especially but not limited to the customer service staff and maintenance staff, to ensure Choice Health & Fitness standards are met.
25. Assist customers with questions or concerns in a manner that meets the customer service standards of Choice Health & Fitness.
26. Address building and emergency issues as able and contact appropriate staff for assistance as needed.
27. Upon closing the facility, ensure the facility is secure and provide a safe exit for employees.

C: KNOWLEDGE/SKILLS/ABILITIES

1. A four-year undergraduate degree in Physical Education, Recreation or a related field from an accredited institution.
2. WSI certification and certifications in adult, child and infant CPR and standard first aid.
3. At least two years experience in health/fitness center or recreation programming.
4. Ability to deal effectively with staff and the general public.
5. Meet customer service standards established by Choice Health & Fitness.
6. A general understanding of computer applications.
7. Must possess a valid driver's license and a clear driving record.

D: SUPERVISORY

Position involves direct supervisory responsibility over the following positions:

1. Lifeguards/Instructors/Aquatics Staff
2. General staff supervision during assigned Manager on Duty shifts

E: CONTACTS

This position requires close contact with the public, health and fitness professionals, and some contact with members of the park district board of commissioners, the media, other government and private sector officials, and professional consultants.

F: CONSEQUENCE OF ERRORS

Damage to both the public and private property is possible. Personal injury to employees, other workers and the general public may also occur. Portray an image to the general public that would be consistent with the Park District goals and objectives.

G: WORKING ENVIRONMENT

This position is performed mainly at Choice Health & Fitness with some time spent at the main office and outside locations. This is a management position not subject to the overtime policies of the Park District.

DISCRIMINATION AGAINST THE DISABLED

The 1990 Americans with Disabilities Act (ADA) prohibits employment related discrimination on the basis of disability. The Grand Forks Park District is an equal employment opportunity employer and does not discriminate on the basis of disability.

The Park District guarantees that all current and prospective employees who are protected by the provisions of the ADA have a right to a work place free of discrimination.

The Park District guarantees that it will make reasonable accommodations to all disabled employees provided that the accommodation does not pose an undue hardship on the employer.

Unlawful discrimination occurs when:

1. A qualified disabled job applicant is denied employment solely on the basis of disability;
2. The employer refuses to make reasonable accommodation to assist in the performance of the employee's duties;
3. Promotion, training, salary, benefits, and sanction decisions are made on the basis of disability.

Any employee who is aware of discriminatory employment practices against a disabled employee or prospective employee should immediately notify the supervisor or Director.

Any employee who finds another employee intentionally discriminating against a disabled employee or prospective employee should immediately notify the supervisor or Director.

Any employee found to be intentionally discriminating against a disabled employee or prospective employee will be subject to disciplinary action including dismissal.