



## Job Description

### **Aquatics Coordinator**

Under the direct supervision Parks Director and the Aquatics Manager, this position is responsible for assisting with the management of the day-to-day operations of the aquatic facility and lifeguard staff. This includes programming of lessons; completion of daily reports; promotion and scheduling of special events, birthday parties, and other programs; supervising, and mentoring subordinate staff. In addition, the Aquatics Coordinator is responsible for the on-site operation of the aquatic facility in the absence of the Aquatics Manager. The job requires shifts ranging from morning to evening hours and weekends.

## Essential Functions

- Create a positive experience by conducting activities in and out of the water for all ages.
- Must have exceptional customer service skills
- Assist with the operation and maintenance of the aquatic facility. Complete daily safety checks of pool equipment and the surrounding pool area
- Monitor pool water chemistry through testing of water samples; knowledge and ability to troubleshoot and adjust chemistry as needed.
- Report chemical, janitorial, and concession supplies to be ordered.
- Assist in planning, implementing, and enforcing lifeguard staff rotation and schedules, in supervising, evaluating, and training of part-time/seasonal lifeguard staff.
- Assume duties of a lifeguard when necessary
- Responsible for opening and closing procedures
- Complete daily and monthly attendance reporting.
- Be able to instruct Learn to Swim program; instructing classes as assigned or subbing; providing a safe learning environment and distributing completed swimming achievement cards to participants.
- Be able to assist or instruct water aerobics programs.
- Correct or inform supervisor of any facility hazards; complete routine walks through of facility and locker rooms.
- May conduct and/or attend in-service training's, emergency drills, guard audits, and complete instructor feedback forms. Conduct, attend, and/or participate in staff meetings, and orientations.
- Host birthday parties, teach private lessons, and lifeguard exclusive rentals as needed.
- Provide assistance with follow-up phone call and emails
- Provide administrative support, including addressing general inquiries, maintain department files and records answering phone etc.
- Attend work on a regular, reliable and punctual basis; subs for co-workers when available; is responsible for securing substitutes for shifts unable to work. Ensure Pool Manager or Assistant Manager is present for open hours.
- Other responsibilities to support the Special Events team as needed.

*This job description should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*



### Required Experience

#### EDUCATION AND/OR EXPERIENCE:

- High School diploma or GED and at least One (1) year aquatic experience including supervision, lifeguard, pool maintenance, and/or swim instruction.

### Licenses, Certificates & Other Requirements

- Possession of current certifications in Lifeguard Training, CPR/AED for the Professional Rescuer, and First Aid or able obtain with 30 days.
- Water Safety Instructor, AFO/CPO, and Lifeguard Training Instructor preferred.

### Working Environment

95% of the work is done primarily in hot, humid environment. During summer months, work may be at an outdoor facility and will include exposure to all types of weather. Exposure to chemically treated water for a minimum of 4 hours per day. Must be able to work in an environment with poor acoustics where frequent distractions prevail; i.e. patrons/staff, water chemistry issues, music, weather conditions, etc.

### Physical Requirements

Must be able to push, pull or balance. Upper body strength is a requisite to lift/move a maximum of 55pounds unassisted, and lift/move a maximum of 200 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Requires sense of smell and touch. Hearing must be adequate to hear patrons/co-workers communications up to 25 yards away. Must be able to frequently sit, stand, walk, climb, bend, kneel, stoop, reach and lift, exhibit manual dexterity and the ability to handle objects. Requires the ability to communicate verbally with both children and adults. The ability to talk and hear via the telephone, e-mail, and through face-to-face communication is needed.