



Job Title: Aquatics & Recreation Coordinator

Department: Watford City Park District

Benefits: Standard District Benefits are Provided

Starting Wage: DOE

Status: Non-Except

Supervisor: Aquatics Manager/ Parks Superintendent

Position Overview:

The Aquatics & Recreation Coordinator is responsible for the planning, implementation, and supervision of aquatic and general recreation programs, daily aquatic facility operations, and the coordination of lifeguard and instructional staff. This dynamic role combines administrative, instructional, and operational duties to support safe, engaging, and high-quality recreational experiences for participants of all ages. The ideal candidate is customer-focused, organized, energetic, and dedicated to promoting health, safety, and community engagement through aquatics and recreation programming.

Essential Duties & Responsibilities:

Aquatics Programming & Facility Operations

- Design, implement, and evaluate a variety of aquatic programs including swim lessons, aquatic fitness, private lessons, and community aquatic events.
- Serve as the on-site supervisor in the absence of the Aquatics Manager.
- Conduct water testing, monitor pool chemistry, and perform minor adjustments as needed to meet health standards.
- Complete daily safety and maintenance inspections of pool areas and equipment; report issues or supply needs.
- Open and close aquatic facilities, ensuring completion of standard procedures.
- Assist with scheduling, supervising, evaluating, and training lifeguards, swim instructors, and part-time/seasonal staff.
- Assist with staff in-service trainings, emergency drills, safety audits, and certification tracking.
- Serve as a certified lifeguard or swim instructor when needed.

- Instructor assist with Learn-to-Swim and water aerobics programs, and distribute achievement cards.
- Assist with supervision of birthday parties, exclusive rentals, and special events as needed.
- Assist with other duties as assigned.

Recreation & Community Programming

- Assist in planning and executing broader recreational events and seasonal programming, including youth sports, day camps, after-school programs, and enrichment workshops.
- Collaborate with internal staff, community partners, and volunteers to enhance program offerings.
- Assist in scheduling and managing use of recreation facilities.
- Assist with outdoor pool supply inventories.

Administrative & Customer Service Responsibilities

- Provide professional and courteous service to patrons, staff, and the public.
- Answer phones, respond to inquiries, and support email communication.
- Assist with creating program guides, flyers, manuals, and marketing content.
- Assist with program budgets and process related administrative paperwork (e.g., invoices, timecards).

Qualifications:

Education & Experience

- High school diploma or GED required; associate or bachelor's degree in recreation, sports management, or a related field preferred.
- Minimum of 1–2 years of experience in aquatics or recreation, including staff supervision, programming, and facility oversight.

Certifications

- Lifeguard Training, First Aid, and CPR/AED certifications required (or ability to obtain within 30 days).
- Water Safety Instructor (WSI), Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) preferred (or ability to obtain)

Skills & Abilities

- Excellent customer service and communication skills.
- Strong organizational, leadership, and time management skills.

- Ability to work independently and collaboratively in a team setting.
- Flexibility to work varying hours, including early mornings, evenings, weekends, and holidays.

Working Conditions & Physical Requirements

- Work occurs in both office and recreational environments, including hot, humid, and noisy aquatic facilities (indoor and outdoor).
- Exposure to pool chemicals and various weather conditions.
- Requires the ability to lift/move up to 55 pounds independently and up to 200 pounds with assistance.
- Frequent walking, standing, bending, stooping, climbing, and physical activity required.
- Must have sufficient hearing, vision, and mobility to ensure safety and effective communication in aquatic settings.