



**SEPTEMBER 2014  
FLSA: NON- EXEMPT**

## **AQUATICS COORDINATOR**

### **DEFINITION**

Under general direction, plans, directs, administers, and supervises aquatics programs, and training; operates and supervises aquatic facilities year-round; provides administrative support and assistance to the Recreation Supervisor in areas of expertise; fosters cooperative working relationships with various public and private groups; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Recreation Supervisor. Exercises general and direct supervision over Assistant Pool Manager, Lifeguards, Swim Instructors, as well as contract workers and/or volunteers.

### **CLASS CHARACTERISTICS**

The Aquatics Coordinator has responsibility for implementing and administering the City's aquatics programs, overseeing the Community pool site, and supervising on-site staff. All assignments require a comprehensive knowledge of the development and provision of aquatics programs and services, the ability to organize and oversee the work of staff and/or volunteers, and the ability to execute various administrative responsibilities. This class is distinguished from the Recreation Supervisor in that the latter assumes broader responsibilities for multiple programs and sites, requiring a higher level of comprehensive knowledge of and more experience in the development and provision of recreation services.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Coordinates, directs, oversees, and participates in the day-to-day operations of the Community Pool.
- Selects, trains, supervises, and reviews the work of full-time, part-time, seasonal and temporary employees, contract positions, and volunteers assigned to the aquatics recreation programs and related facilities and sites.
- Trains staff in work and safety procedures and in the operation and use of equipment and materials; implements procedures and standards for the aquatics facilities.
- Monitors operations and activities of all aquatic programs including public swim sessions, youth and adult fitness programs, public swim lessons, lifeguard training, Red Cross certification, and facility usage; supervises the work of aquatics program staff.
- Develops, implements, and monitors goals, objectives, policies, and priorities for aquatics programs and ensures the programs are reflective of the community's needs, the City's and Division's overall goals, policies, and ordinances, and in compliance with applicable federal, state, local, facility and safety rules, regulations, and guidelines; reports breaches of rules and accidents as required.

- Evaluates Aquatics programs and recommends improvements and modifications; prepares related reports.
- Manages Pool office functions including Point of Sale system involving the collection and security of revenue/gate proceeds; ensures proper cashiering and Point of Sale transactions and business.
- Oversees the safe and proper operation of the Community Pool including Health Dept. inspections; manages and participates in the pool maintenance program including pool chemicals and equipment.
- Determines and recommends equipment, supplies, materials, and staffing needs for aquatic programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Manage all pool rentals ensuring proper supervision and use.
- Participates in informal bid processes for maintenance and repair of facilities and equipment, as necessary.
- Oversees the design and preparation of a variety of publicity/informational strategies and materials; reviews special announcements and informational bulletins developed by subordinate staff; disseminates through appropriate channels to targeted community members.
- Assists in developing, monitoring, and tracking sponsorships and partner opportunities; maintains contacts and negotiates with vendors; may conduct fundraising events.
- Coordinates special events activities with other City departments, divisions, outside agencies, and service providers; serves as the Recreation Division's staff liaison to various City commissions and community groups as assigned.
- Attends meetings, workshops, and conferences as required; makes presentations and provides information regarding assigned program areas/special projects and the City's recreational services upon request.
- Maintain records and completes aquatic center facility, program, and financial records and reports as required.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee and volunteer supervision, including work planning, assignment, direction, review, and training.
- Principles and practices of recreational program administration, including program development, implementation, review, and evaluation, budgeting, purchasing, and personnel management; service delivery needs related to the programs.
- Principles and practices of public swim pool operations.
- Safety principles and practices, including Red Cross regulations and public health/hygiene regulations.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, age-specific, cultural, and social needs of the community.
- Applicable federal, state, and local laws, codes, and regulations related to designated program area(s).
- Recent and on-going developments, current literature, and sources of information related to community program planning and administration.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Determine, plan, coordinate, implement, and evaluate a variety of aquatic recreational programs and/or other recreational programs suited to meet the needs of the community.
- Supervise, select, train, motivate, and evaluate the work of staff and volunteers.
- Interpret, apply, and explain applicable federal, state, and local policies, procedures, laws, regulations and organizational priorities related to designated program area(s).
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Respond to medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Effectively conduct meetings and make presentations to various groups.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from an accredited college or university with major coursework in recreation administration, physical education, or a closely related field, and three (3) years at a public aquatics facility as a pool manager or aquatics coordinator and experience directing and supervising recreational programs and activities, including supervising staff and other administrative functions. Additional related experience may be substituted for the required education on a year-for-year basis, up to a maximum of two (2) years.

**Licenses and Certifications:**

- Must possess a valid California class C driver's license and a satisfactory driving record.
- Standard First Aid Certificate issued by the American Red Cross.
- American Red Cross Lifeguard training or equivalent.
- Lifeguard Training Instructor.
- Water Safety Instructor.
- CPR Certification.
- Possession of or ability to obtain a Water Safety Instructor Trainer and Lifeguard Training Instructor certification within one (1) year of hire.

- Possession of or ability to obtain an Aquatics Facility Operator or Pool Operator certification within six (6) months of hire.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or aquatic facility setting and use standard office and/or recreation equipment, including a computer; to operate a motor vehicle, and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Must possess the ability to perform work that may involve lifting children and adults, in and out of the pool up to 150 pounds or more with assistance, pulling a cover over the pool surface with assistance, and lifting, straightening, and moving pool deck furniture and equipment. Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in good physical condition to stay in water for prolonged periods of time, work in extreme heat and/or cold, and the outdoors. Vision, which may be corrected; and hearing, which must be in a normal range as measured by a standard audiogram, should be good enough to see and hear adults and children in life and/or health safety endangering situations.

### **ENVIRONMENTAL ELEMENTS**

Employee works in an office environment with moderate noise levels as well as outdoors and may be exposed to inclement weather conditions; hot and cold temperatures. Incumbent may be exposed to blood and body fluids rendering First Aid and CPR and may be exposed to chlorine, acids, and other chemicals at aquatics facilities. Employee may interact with challenging staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include evenings, and/or weekends, as needed. Must be fingerprinted for submission to the California Department of Justice in order to work with children.