

# AQUATICS COORDINATOR



## SUMMARY

Under direction, plans, directs, and oversees the staff, operations, and activities of aquatic facilities. Oversees the development, promotion, and implementation of aquatics programs which meet the needs of a diverse community. Ensures aquatics facilities are properly maintained and performs related work as required.

## SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher-level supervisory staff. Leads and directs lower-level staff and volunteers.

## DISTINGUISHING CHARACTERISTICS

The Aquatics Coordinator is responsible for planning, overseeing, and directing the operations, services, staff, and activities of various aquatics areas. Incumbents may also participate in operational activities, such as lifeguarding and class instruction. Performance requires ability to work independently with initiative and discretion within established guidelines. This classification is distinguished from the Aquatics Supervisor in that the latter has overall administrative and operational responsibility for aquatics programs and services.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

1. Oversees the development, promotion, and implementation of a diversified aquatics program for all ages in accordance with community needs; evaluates program effectiveness; recommends changes and implements management decisions.
2. Oversees the scheduling and activities of staff and volunteers; plans, assigns, trains, directs, and monitors staff duties; provides input to supervisor for employee performance evaluations.
3. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor as appropriate.
4. Leads training sessions, including safety drills and other emergency procedures; ensures that lifeguard staff attend required trainings and maintains records on same.
5. Responsible for monitoring swimming and pool equipment; ensures proper placement and availability in the pool area; performs routine facility maintenance tasks; ensures maintenance and repairs are completed as needed.
6. Performs the work of lower-level aquatics staff as needed.
7. Provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of District aquatics facilities to prevent accidents and to ensure the safety and well-being of patrons.
8. Assists supervisor with budget development and management.
9. Assists in developing and implementing policies, procedures, and staff training for program areas.
10. Serves as District representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
11. Oversees fee collection and accounting activities; monitors expenditures; reviews records and files to ensure proper accounting and documentation consistent with District policies and procedures.
12. Performs administrative tasks, such as attending and scheduling meetings, preparing reports, and maintaining records
13. Assists with District special events as needed.
14. Performs other duties as assigned.

## QUALIFICATIONS

### Education and Experience:

- High School Diploma or GED, supplemented by two years or 60 units of college level coursework, in business administration, recreation, physical education, or a related field, Bachelor's Degree desirable;

**AND**

- Three years of experience directing and overseeing aquatics programs.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

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## Knowledge of:

- Proper care and use of aquatics equipment, materials, and supplies.
- Methods and techniques of planning, evaluating, and implementing aquatics programs.
- Principles and techniques for fostering effective work groups.
- Cash management, accounting, and recordkeeping techniques.
- Principles and practices for providing high level of customer service.
- Occupational hazards and standard safety practices.
- Modern office practices, methods, and computer equipment and applications.
- Principles and practices of leadership
- Organization and facilities, including maintenance and safety requirements.

## Ability to:

- Lead lower-level staff and volunteers, including training, work planning, organizing, scheduling, and coordinating.
- Assist with the planning and developing of aquatics policies and procedures.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate financial records and work within authorized budgeted resources.
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Speak effectively in public.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.

## Licenses and Certifications:

- At time of appointment, and maintained throughout employment possession of:
  - California Driver's License, with a satisfactory driving record,
  - American Red Cross water Safety Instructor certification,
  - American Red Cross Lifeguard Instructor certification.
- Certified Pool Operator or Aquatics Facility Operator certification is highly desirable.

## PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment, where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture or children and adults who may require removal from the pool, and to stay in the pool for prolonged periods. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim while wearing an appropriate uniform with protective equipment. Vision and hearing must be sufficient to see and hear adults and children in crowded and noisy conditions and/or situations. Must also possess: the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or by using a telephone and radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must possess the ability to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 150 pounds or heavier weights with assistance and/or the use of proper equipment.

## ENVIRONMENTAL ELEMENTS

Incumbents work outdoors in a pool environment with wet and slippery conditions, and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

## WORKING CONDITIONS

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Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

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## PRE-EMPLOYMENT CONDITIONS

- Department of Justice fingerprint clearance.
- Medical exam and drug testing clearance.

## CLASSIFICATION DETAILS/HISTORY

Date Adopted: 4/26/17

Job Code: PT555

FLSA Status: Non-Exempt

Supersedes: Aquatics Coordinator Dated 12/10/14