



AQUATICS COORDINATOR

Position:	Aquatics Coordinator
Department:	Aquatics
Reports to:	Recreation Supervisor-Aquatics
Location:	Buchanan Park Recreation Center
Status:	Full-Time, Exempt
Hourly Wage:	\$49,000-\$70,000 annually

NATURE OF WORK:

Under the direction of the Recreation Supervisor-Aquatics, the Aquatics Coordinator is responsible for assisting in the daily operation and supervision of the EPRD Aquatic department. This position is responsible for assisting in the management, scheduling and development of aquatic staff. This position interfaces, at the discretion of the Recreation Supervisor-Aquatics, with various EPRD departments as well as community organizations in order to promote new and continued use of applicable recreational facilities.

ESSENTIAL FUNCTIONS:

- Assists in the coordination, and management of aquatics operations and maintenance (including backwashing, pool area improvements, and capital improvement projects.)
- Reviews, inspects, and ensures routine maintenance for aquatics facilities, equipment and operations for safety hazards and other potential problems
- Assists the Recreation Supervisor-Aquatics in recruiting, interviewing, hiring, training, scheduling, supervising, evaluating, developing and disciplining staff, to ensure safe and effective services.
- Assists in staff meetings, administers monthly in-service trainings and skills checks.
- Maintains risk management standards to include certification, in-service training, and accident/incident report tracking.
- Coordinates and/or instructs various classes including swim lessons, Lifeguard and WSI trainings, CPR, AED and First Aid classes for patrons and District employees along with program registrations.
- Assists in creating program area information for seasonal activities guide, and promotional materials.
- Assists in analyzing, forecasting, preparing and monitoring budgets and financial information.
- Models appropriate behaviors and handle complaints and disciplinary problems involving patrons or staff in a professional manner and adhering to district policies and procedures.
- Must possess a highly defined focus toward both internal and external guest service.
- Other duties as assigned.

MANAGEMENT AND SUPERVISORY DUTIES:

- Assists in the hiring, training, development, discipline and dismissal (if necessary) of assigned staff.
- Assists in the timely and fair completion of annual performance reviews with all assigned staff executing salary grades with merit based salary planning.
- Assists in the scheduling and facilitation of all staff meetings as applicable.
- Conducts aquatic safety training meetings as deemed necessary.
- Communicates with the Recreation Supervisor-Aquatic regularly.
- Actively assist with the Aquatics budget and brochure.
- Implement all EPRD policies and procedures in a timely manner.
- Attend, and actively participate in, all assigned meetings as deemed necessary



SKILLS:

- Fundamental management, administration, budgeting, purchasing, personnel and financial skills necessary to effectively manage the facilities. Excellent problem solving skills.
- Must be willing to interact on a regular basis with the community and especially all stakeholders who participate in the provided programs and use of the various facilities.
- Ability to effectively manage, including discipline, a young and diverse staff.
- Must be highly motivated, organized and creative.

KNOWLEDGE:

- Thorough knowledge of modern principles, methods, practices and equipment relating to the functional areas of responsibility.
- Thorough knowledge of federal, state and local laws, regulations and standards relating to the functional areas of responsibility.
- Thorough knowledge of budgeting practices, methods and procedures.
- Thorough knowledge of recreational aquatic amenities.
- Proficient knowledge of the equipment, facilities, operation, and techniques used in an aquatics recreation program and to be able to identify and/or recommend maintenance, improvements or repairs.

ABILITIES:

- Ability to plan, direct, supervise and evaluate programs, assess overall district effectiveness in exercising its mission.
- Ability to work with a variety of age groups; effectively supervise the work of a variety of individuals.
- Communicates openly and effectively with supervisors, co-workers, staff, participants, parent, volunteers, contractors, and other community members
- Ability to establish and maintain effective and professional working relationships with supervisors, subordinates, peers, District staff, other agencies, community representatives, and the public.
- Ability to work within set parameters of management oversight.
- Ability to communicate effectively, both verbally and in writing, to a variety of audiences, including the district as a whole.
- Ability to plan, organize, prioritize, coordinate, assign and evaluate the work of subordinate personnel.
- Ability to substitute for recreation instructors and lifeguards in the event of absence, etc.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

- Four year Bachelor's Degree from an accredited university in Recreation and Parks, P.E., or a closely related field.
- Current instructor license in CPR/AED, LGT, WSI, PR, and either CPO or AFO.
- Minimum of four years LGT experience.
- Willing to train an enthusiastic inexperienced applicant in all aspects of Aquatics.
- Technical knowledge of basic swimming and rescue techniques
- Basis knowledge of applicable industry safety standards.

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

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