

Aquatic Center Coordinator

Purpose Statement

The job of Aquatic Center Coordinator is for the purpose/s of providing supervision and direction of aquatic center staff; providing instructor development and training; overseeing the scheduling of activities; overseeing maintenance services at the aquatic center; monitoring funds; ensuring an attractive, sanitary and safe swimming pool/facility for students, staff and public; performing a variety of special cleaning and sanitizing operations; assisting in preparing facilities for special events; and complying with health and safety requirements.

Essential Functions

- Approves design of courses for the purpose of facilitating learning and ensuring compliance with established guidelines.
- Approves purchase orders for the purpose of ensuring the availability of supplies as needed.
- Develops community aquatic programs and promotes services of the Aquatic Center for the purpose of increasing patron usage.
- Develops employee work schedules that ensure adequate coverage of all functions of the Aquatic Center.
- Develops, evaluates and monitors an annual operating budget for the Aquatic Center program.
- Facilitates unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Gathers and tracks data on patron usage and expenses for the purpose of monitoring the financial status of the Aquatic Center and making sound decisions about its operation.
- Inspects swimming pools, decks, mechanical equipment, etc. (e.g. diving board, starting blocks, emergency equipment, etc.) for the purpose of ensuring that pool area is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs.
- Maintains appropriate financial records (e.g. deposits, records, receipts, bills, invoices, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Maintains pool (e.g. chemical storage, chemical balance, etc.) for the purpose of complying with mandated safety and health requirements.
- Maintains records (e.g. chemical logs, hazardous materials inventory, etc.) for the purpose of providing an up-to-date reference trail and/or complying with mandated requirements.
- Manages timecards, time off requests, and approves employee timecards on biweekly basis for the purpose of processing payroll in a timely manner.
- Monitors swimming facility scheduled activities (e.g. testing hand rails, inspections of pool and deck, checks of chemicals, etc.) for the purpose of ensuring a safe operating condition.
- Oversees pool operators, life guards, and water safety instructors for the purpose of providing guidance and direction in the completion of their work functions in accordance with established standards.
- Oversees scheduling of classes, programs and rentals (e.g. Aquatic classes, lifeguard training, scuba, swim parties, etc.) for the purpose of providing efficient use of the Aquatic Center.

- Performs or facilitates minor repairs to equipment, fixtures, etc. for the purpose of maintaining a safe operating condition.
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits.
- Provides multiple quality training programs for staff to ensure employees are appropriately prepared for job requirements.
- Recruits staff, interviews candidates, and makes recommendations for hire in order to ensure an adequate workforce.
- Responds to inquiries from students, staff, public, local health department, etc. for the purpose of conveying information regarding swimming pool operations.
- Stocks chemicals and other supplies for the purpose of maintaining adequate quantities and security of items.
- Tracks staff training and certifications for the purpose of ensuring employees are appropriately equipped to handle job responsibilities.
- Updates equipment and procedures to ensure the Aquatic Center is operating with efficient processes and appropriate tools.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating pool maintenance equipment; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; and pool equipment/mechanics.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; adhering to safety practices; and maintaining records.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources

from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under temperature extremes and in a generally hazard free environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency

Required Testing

Certificates

Lifeguard and Instructor Certification

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Salary Range

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