

# Parks & Recreation Aquatics Coordinator

**NON-EXEMPT**

**General Statement of Duties:** Performs, plans, coordinates, and supervises aquatic programs for the parks & recreation department; work is performed under the supervision of the director for parks & recreation. The work in this class involves planning, organizing and implementing aquatic activities, or in instructing children and adults in the activities of games, sports, and other recreational activities.

**Examples of Work:**

- Must possess and maintain a valid certificate as an American Red Cross Lifeguard and an American Red Cross Lifeguard Instructor/Trainer as a Water Safety Instructor Certification
- Train, supervise, and evaluate aquatic staff ensuring all certifications are current
- Conduct and supervise swim and water safety lessons and clinics
- Supervise and schedule part-time employees to ensure adequate staffing
- Maintaining records, files and collecting fees
- Recruit and train lifeguards and other aquatic staff
- Register aquatic program participants, collects fee, ensures accuracy of registration data
- Ensure outdoor concession stand is stocked and maintained
- Prepare and schedule each aquatic activity or special event
- Reschedule events, programs, and special events when necessary
- Ability to react quickly, calmly, and maintain control in emergency situations
- Ensure participants are aware of rules, regulations, and policies
- Performs administrative and clerical tasks
- Ability to express ideas and opinions clearly and concisely to groups and individuals
- Performs related tasks as required

**Required Knowledge, Skills and Abilities:** Through knowledge of programming and Parks & Recreation activities, equipment, facilities, materials, methods, and procedures; Ability to establish and maintain effective working relationships with the general public and associates; Ability to resolve disputes with firmness and impartiality; Ability to communicate effectively, both orally and in writing; General knowledge of safety procedures and first aid; Ability to plan, coordinate, instruct, and supervise, recreational aquatic activities; Ability to plan, coordinate, and evaluate a comprehensive program of structured activities which meets the needs of people of all ages, interest, and ability; Ability to maintain accurate records pertaining to activities, fees, charges, accidents, programming records, and attendance on a daily basis; submit reports as required; Ensures that departmental policies are followed by all participants of aquatic programs; Ability to promote, organize, and stimulate good relationships with neighborhood and community groups; Makes recommendations and promotes new programs based on studies of needs and community support.

**Education & Experience:** Valid American Red Cross Lifeguard certification; American Red Cross Lifeguard Instructor/Trainer as a Water Safety Instructor preferred.

**Age:** Must be at least 18 years of age or older.

**Skills:** The ability to readily accept instructions from those in a supervisory capacity; able to accept constructive feedback; project good public relations. This employee should have the ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have excellent public relations, oral, and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

**Problem Solving:** Problem solving is a factor in this position. The employee encounters questions and concerns of the general public who may be dissatisfied with policies and procedures.

**Decision-Making:** Decision-making is a factor in this position. This employee makes decisions concerning enforcement of policies and rules, and performing daily duties in the most efficient manner.

**Accountability:** Employee is not responsible for budgetary control of the department but is accountable for maintaining cash register receipts.

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**Personal Relations:** Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

## **ADA Requirements**

**Environmental Conditions:** Extreme weather conditions and working with chemicals are factors in this position.

**Physical Requirements:** This is medium work requiring the exertion of 50 or more pounds of force occasionally, 25 pounds of force frequently, and up to 15 pounds of force constantly to move objects; Employee must have the ability to be able to climb in and out of the swimming pool, and up and down ladders; Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public or emergency personnel when needed; Hearing is required to perceive information; Visual acuity i.e. required for perception, color perception, operation of motor vehicle or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

**Other Requisites:** Possession of a valid driver's license in the State of Tennessee.

**Physical Requirements:** Tasks involve some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.); manual dexterity in the use of fingers, limbs, or body in the operation of concession stand and aquatic equipment; may involve extended periods of sitting.

**Reasonable Accommodation(s):** Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_