



POSITION DESCRIPTION

Title: Aquatic Site Coordinator
Type: Temporary
Pay Range: Level 5

Department: Parks and Recreation
FLSA Status: Non-Exempt
Revised: 07/2019

DEFINITION

To coordinate, supervise, implement, and promote the activities at the swimming pool facility, including aquatic classes, lessons, programs, and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Recreation Supervisor(s). Exercises direct and indirect supervision over assigned seasonal staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Duties include but are not limited to:

- Coordinate, promote, and implement programs, lessons, and activities at the swimming pool facility.
- Supervise, schedule, train, and evaluate staff.
- Assign work schedules; calculate and submit employee time sheets.
- Maintain a Lifeguard/Instructor Manual.
- Prepare daily, weekly, and monthly status reports; supervise the collection and accounting of daily cash receipts.
- Order and maintain supplies and materials.
- Ensure facility compliance with health, safety, and occupational standards; enforce departmentally established rules and regulations.
- Inspect and monitor pool and facility maintenance.
- Supervise and instruct a variety of aquatic classes, lessons, and programs, including swimming, lifesaving, and water safety.
- Assist the Recreation Supervisor in the coordination and development of facility and activity promotion, including press releases, flyers, pamphlets, and brochures.
- Maintain close contact with community groups regarding program coordination and offerings, especially Mammoth Lakes Swim Team staff and participants.
- Serve as a lifeguard when required.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Pool facilities and the equipment related to aquatic programs.
- Lifesaving, swimming, and water safety techniques and the instruction thereof.
- Pool systems and the operation thereof.
- Principles of supervision and training.
- Occupational hazards and standard safety precautions.

Ability to:

- Coordinate, implement and promote recreation activities and programs at the aquatic facility.
- Supervise, train, and evaluate staff.
- Prepare and distribute publicity concerning new or ongoing recreational offerings.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Compile and maintain records; prepare routine reports.
- React with good judgment in an emergency situation.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work an irregular schedule, including mornings, nights, weekends, and holidays.
- Monitor program compliance with related laws and regulations.

Experience and Training:

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

Education:

Equivalent to completion of the twelfth grade supplemented by specialized courses in recreation or related field.

Experience:

Three years of experience as a lifeguard/swim instructor, including two years of supervisory responsibilities.

Licenses:

- Current American Red Cross Lifeguard Training, First Aid, and CPR for the Professional Rescuer Certificates.
- Aquatic Facility Operator (AFO) Certification is highly preferred.
- Any other certificates which may be legally required.
- Possession of or ability to obtain an appropriate, valid California driver's license.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine. Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit, and talk or hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl.

Due to the physical nature of the position, the employee is frequently required to lift up to 20 pounds. The employee must occasionally lift, carry, push, pull, and/or move up to 100 pounds with assistance in order to perform pool rescues when required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to operate motor vehicles and foot pedals, is frequently exposed to machinery, electricity, and heights. The employee may occasionally be required to operate power tools. The employee is frequently exposed to outside weather conditions, which may include extreme hot, cold, windy, and other seasonal conditions. The employee is occasionally exposed to wet and/or humid conditions, and continuously exposed to chemicals and fumes associated with general pool operations, although safety equipment such as face masks are provided. The noise level in the work environment is usually quiet while inside and moderately noisy when in the field.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an

employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Received and Reviewed by:

Employee Signature

Date