

HIGHLANDS RECREATION DISTRICT •JOB DESCRIPTION

ADOPTED BY THE GENERAL MANAGER	DECEMBER 2018	JOB TITLE AQUATICS COORDINATOR	NON-EXEMPT
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Position Summary

Under the direct supervision of the Aquatics Supervisor, the Aquatics Coordinator is responsible for assisting with all aspects of the Highlands aquatics programs and facility and performing related tasks as required. Supervises lifeguards and swim instructors.

Essential Functions

- Supervise the pool area and all related facilities that maintain the highest level of safety and positivity.
- Supervision of aquatic employees including Head Lifeguards, Lifeguard I and II, Swim Instructors and Cashiers.
- Conduct all levels of pool maintenance checks including pool chemistry and system functions.
- Plan comprehensive program for a year-round aquatic facility for all ages and abilities of the community.
- Respond to the needs of a large constituency of pool users.
- Miscellaneous administrative duties including Supervision and collection and banking of receipts and maintaining records and reports.
- Developing and conduct in-service training.
- Supervise learn to swim programs.
- Monitor pool rentals.
- Conducts regular inspection of the pool and its equipment.
- Recruit, hire, supervise and evaluate pool employees.
- Acts as substitute in absence of Aquatics Supervisor.

Essential Knowledge and Abilities

- Conduct pool maintenance and oversee all pump room systems to maintain proper functioning of the pool.
- General knowledge of pool chemistry standards and local pool codes to ensure safe work and chemical practices.
- Ability to train and supervise aquatic personnel.
- Knowledge of required record keeping practices.
- Experience in customer service & have a strong background in public relations along with the ability to be a team player.
- Ability to work independently and make sound judgments on the safety of the pool, its employees and patrons.
- Understand and carry out oral and written instructions; establish and maintain cooperative relationships with those contacted in the course of work.

Qualifications

1. A minimum of one year of experience in performing duties in a Head Lifeguard or a lead staff position.
2. A minimum of two years of experience as a swim instructor.
3. High School Diploma or Equivalent GED; additional schooling is desirable.

Additional Requirements

- Valid California Driver's License;
- Current American Red Cross Lifeguard Training;
- Current American Red Cross CPR/AED for the Professional Rescuer

Desired Certification

- Current American Red Cross Lifeguard Instructor

Physical Demands

This position performs most duties and is located in an outdoor, aquatic environment. There may be exposure to potentially hazardous chemicals, heat, cold, sun, and inclement weather conditions. They will be required to perform heavy manual lifting as needed to maintain pool.

Additional Information:

- It may be necessary to perform other duties as assigned.
- This job description is not intended to be all inclusive. It is understood that the employee will perform other duties if requested by the Aquatics Supervisor. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.

