

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Aquatics Coordinator	BAND/LEVEL:	MGT I
DEPARTMENT:	Recreation Services	JOB NO:	2765
DIVISION:	Community Center	DATE:	02/01/16
REPORTS TO:	Manager, Community Center	FLSA STATUS:	EX
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 521

REPLACES:

DATE:

JOB SUMMARY STATEMENT:

Hires, trains, supervises, and evaluates pool managers, lifeguards and swimming lesson instructors. Manages the on-going operation and maintenance of the pool facility. Manages the swim lesson program for indoor/outdoor pool facilities. Coordinates in-service training (e.g., CPR and rescue breathing) and work schedules for managers, lifeguards and swimming lesson instructors. Oversees the inventory and condition of supplies, equipment and uniforms. Performs the role of manager at the community center facility and pool in order to cover shifts.

DUTIES AND RESPONSIBILITIES:

1. Hires, interviews, trains, supervises and evaluates pool managers, lifeguards and swimming lesson instructors.
2. Manages the on-going operation and maintenance of the pool facility.
3. Manages the swim lesson program for indoor/outdoor pool facilities. Develops and plans yearly schedule for swimming lessons. Coordinates and schedules requests for private and semi-private swimming lessons.
4. Coordinates in-service training (e.g., CPR and rescue breathing) and work schedules for pool managers, lifeguards and swimming lesson instructors.
5. Produces and maintains training manuals and procedures.
6. Plans and works with recreation supervisor to communicate aquatics information for marketing and electronic media use.
7. Performs the role of manager at the community center facility and pool in order to cover shifts.
8. Assists in CPR/First aid training for both community center staffs. Schedules rooms, times and dates to hold the trainings. Provides information to community center operation supervisors for coordination with staff certification or recertification needs.
9. Oversees the inventory and condition of supplies, equipment and uniforms.
10. Responds to patron requests; assists patrons; and enforces facility policies and procedures.
11. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
12. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Associates degree in Parks & Recreation Administration, Business Management or a related field of study, or an equivalent combination of education and experience. Bachelor's degree in Recreation Administration preferred Possession of an appropriate valid driver's license required. Must maintain an insurable driving record. Candidate must have or able to acquire Starguard Lifeguard Instructor, Overland Park Swim Instructor and Certified Pool Operator or Aquatic Facility Operator certifications within one year from hire date.

Possession of or ability to obtain and maintain a certification in CPR and First Aid Certifications within six months from date of hire.

EXPERIENCE:

Three years of experience in pool management, swim lesson program development and staff training,

SKILLS:

1. Good oral and written communication skills
2. Basic math and accounting skills
3. Attention to detail
4. Analytical skills
5. Human relations/interpersonal skills
6. Leadership skills
7. Supervisory skills
8. Time management skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to train and guide others
4. Ability to recognize and protect confidential information
5. Ability to read and comprehend City and state regulations
6. Ability to carry out assignments through oral and written instructions
7. Ability to work independently
8. Ability to work in a hectic environment with many interruptions
9. Ability to analyze and recommend possible solutions
10. Ability to learn and understand PC software applications
11. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, bend, climb, push and pull
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Ability to operate City vehicle
6. Hand and eye coordination adequate to input computer.
7. Exposure to chemicals, fumes and dust.
8. Ability to lift 50 lbs. and transport 20 feet
9. Ability to push/pull up to 50 lbs.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct

Part-time personnel (50)

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.