



# City of Newark

## *Position Announcement*

# **Aquatics Coordinator**

## **Regular Full-Time**

### **THE POSITION**

Under general supervision, develop, oversee, implement, and promote aquatics programs and activities. Provide leadership for aquatics programs and safety by hiring, training and supervising aquatics staff, and coordinating other related functions in order to provide high quality service in a responsible manner. Perform a variety of daily routines to difficult clerical support services and related work as required.

The duties of an individual assigned to this class will vary depending on overall department needs. Work involves planning and implementing a variety of aquatics programs activities; office procedures and administrative functions for all age groups. Additional maintenance and mechanical support is required in support of general aquatics operations. Incumbents assist with special projects, provide clerical support services, and promote excellence in customer service. Duties require the exercise of good judgment within defined parameters. Employee's work hours will vary to accommodate aquatics and recreation programs being offered.

This is a paraprofessional classification in the Recreation and Community Services Department. Positions in this class typically have specialized aquatics program experience. The Aquatics Coordinator class is distinguished from the Recreation Coordinator position by the performance of duties directly related to the aquatics programs and activities, maintenance of aquatics equipment, and specific certifications that are required.

Duties may include, but are not limited to, the following:

- Assist in organizing, scheduling, and directing aquatics activities; work effectively with staff and other service providers in planning and coordinating activities.
- Schedule, supervise, train and develop aquatics staff; make hiring and staffing recommendations; assist with scheduling conflicts and approve staff timesheets.
- Assign work, train, motivate, and evaluate assigned volunteers and other seasonal/temporary employees.
- Evaluate the full range of aquatics operations (i.e. lifeguard rotations, rule enforcement, staff performance, signage, café operations, birthday parties, group reservations); compile and analyze aquatics statistics and records; maintain records of participation, supplies, and equipment; being vigilant and aware of safety hazards.
- Perform aquatics skill audits; assure compliance with legal codes and requirements related to lifeguard procedures and emergency operations; monitor safety certificate expiration dates of lifeguard staff.
- Prepare written reports and recommendations on the basis of evaluated data and information; enter and retrieve registration and financial data; perform routine office work including computer data entry, reports, notes, document drafts, or brief instructions.

## Aquatics Coordinator

- Maintain discipline and observance of required safety precautions during activities; communicate plans, policies, and procedures to assigned workers and the general public; monitor activity in the aquatics center to prevent injuries, accidents, or drowning; effectively handle complaints.
- Develop and respond to aquatics emergencies to participate in, support, and/or coordinate responses; rescue swimmers in distress and/or danger of drowning and administer first aid; evaluate medical, rescue and training procedures and policies for quality assurance and safety functions.
- Interact with program participants, volunteers, and other workers to stimulate interest and participation in programs; attend meetings as assigned; work with special community groups; and make public presentations on water safety.
- Assist, teach, and arrange materials for lifeguard training, CPR & First Aid classes; conduct class or activity instruction such as lifeguard or teach swim lessons and water aerobics classes when needed.
- Maintain inventory for procurement of supplies, chemicals, and equipment for the aquatics center, café, and front desk; oversee the maintenance of pools, equipment, and the Silliman Center.
- Assure effective use of facilities & equipment; issue and ensure the return of recreation and other City equipment.
- Provide assistance on special projects as assigned.

### **THE IDEAL CANDIDATE WILL POSSESS**

#### Knowledge of:

- Principles and methods used in planning, organizing, implementing, and evaluating a broad range of aquatics programs, services, and activities.
- Programs and services related to all ages and demographics.
- Pool and café health and safety requirements.
- Recreational safety rules and regulations, and emergency action plans for aquatics programs and fitness activities.
- Operation of a variety of word processing, spreadsheets, and publishing software applications; operation of standard office equipment to include computers and networks.
- Basic business mathematics.

#### Ability or Skill to:

- Supervise and review the work of lifeguards, swim instructors, customer service representatives, café workers, birthday party workers, volunteers and/or other assigned workers; understand, follow, and give verbal and written instructions to staff.
- Train and direct part-time employees and volunteers.
- Learn pool operations and maintenance including circulation and chlorination equipment, pumps, pool chemicals, café equipment and use of simple tools.
- Use initiative and sound independent judgment within established guidelines.
- Coordinate multiple activities involving a variety of groups and individuals.
- Communicate clearly and concisely, both orally and in writing; use proper English grammar, spelling, and punctuation.
- Establish and maintain effective working relationships with co-workers, program participants, instructors, presenters, service providers, and the general public.

## Aquatics Coordinator

- Facilitate and foster social, cultural, and special activities.
- Operate an office computer and software applications.
- Maintain accounting and aquatic records for program activities; maintain filing and record keeping systems.
- Lifeguard and teach swim lessons as needed.
- Teach water aerobics classes as needed.
- Facilitate birthday parties, large group reservations and cabana rentals.
- Run a food concessions area and understand the principles of safe food handling.
- Be creative in development of emerging aquatics programs.

## QUALIFICATIONS

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

### Experience:

- A minimum of three years of experience in the delivery of aquatics programs or a closely related field.

### Training:

- Equivalent to a high school diploma, G.E.D. or California High School Proficiency Examination Certification.
- Completion of two years of college level course work is desirable.

### License or Certificate

- Possession of, or ability to obtain, a Class C California driver's license.
- Possession of, and ability to maintain, certification in American Red Cross Lifeguard Training, CPR for Professional Rescuer, First Aid, and Swim lesson instruction (Water Safety Instructor or equivalent). **Must provide proof of these active certifications to upload in CalOpps.**
- Must be able to obtain a CPO/AFO certification within 6 months of hire and maintain this certification throughout employment.
- Lifeguard Training Instructor or Instructor Trainer in Lifeguarding and/or swim lessons preferred.
- Safe serve food handler manager certification is preferred.
- Water aerobics experience and/or certification are desirable.

### Working Conditions:

- Position will require working evenings, weekends, and holidays as assigned.
- Employee is frequently required to sit, stand, swim, walk, and communicate orally.
- Employee must occasionally lift and/or move up to 100 lbs.
- Employee is occasionally required to climb or balance, reach with hands and arms, use hands to handle, or feel objects, tools, controls, or operate computer equipment.
- Employee will work with pool chemicals and other related materials using proper safety equipment and procedures.

- Employee will be exposed to wet and/or humid conditions.
- Due to the nature of aquatics and rescue activities, the full range of physical movements are required for this position, including swimming, walking, running, jumping, lifting, and climbing; the employee must possess sufficient physical strength and conditioning to perform rescue operations.

## HOW TO APPLY

**Please submit your application, supplemental questionnaire, and proof of active certifications using CalOpps via [www.CalOpps.org](http://www.CalOpps.org). It is encourage that you submit your resume. When uploading your certifications in CalOpps, you must combine your documents into one PDF that is no larger than 2 MB.**

**Filing deadline date: Application, supplemental questionnaire, and certifications must be received by 5:00 P.M. (PDT) on August 23, 2019 or when 100 applications are received, whichever occurs first. The first review of qualified applicants is August 26, 2019.**

**The position will remain open until filled.**

***IMPORTANT:*** Applications with “See Resume” as a substitution for the work experience description and/or unclear past employment information will not be considered. Applications received without the supplemental questionnaire and proof of certifications will not be considered.

## SELECTION PROCESS

Following the deadline to apply date, applications will be screened according to the qualifications outlined in this job announcement. Not all applications, which may meet the minimum requirements, will proceed to the next phase of the recruitment process. The most qualified applicants will be invited to continue in the selection process which may consist of competency exercises and an oral panel interview. **The tentative interview date is to be determined.** Applicants will be notified by email regarding the selection process.

An Eligible List will be established as a result of this selection process and will be valid for a period of six months. The Recreation and Community Services Department will review the Eligible List to determine candidates to continue in the department selection process.

After receiving a conditional offer of employment, the candidate will be required to successfully complete a fingerprinted criminal history check. After clearance of the fingerprinted criminal history check, the candidate will be required to submit to a pre-employment medical examination. Candidates must be successful in all phases of the selection process to be considered for the position.

We will make reasonable efforts in the selection process to accommodate persons with disabilities. Please contact the Human Resources Department prior to the closing date for accommodation requests.

In accordance with the Immigration Reform and Control Act, all potential employees are required to provide proof of U.S. Citizenship or authorization to work in the United States. All new employees are required by law to sign a loyalty oath.

All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any disaster.

## COMPENSATION & BENEFITS

**SALARY: \$6,492.53 to \$7,726.48 per month**

### BENEFITS

- **Health Insurance:** The City currently contributes the sum of \$821 per month towards health and welfare benefits. Starting with the 2020 plan year, the City will contribute the following amounts towards employee's health and welfare benefits:
  - Employee only: \$844
  - Employee + 1 dependent: \$1,687
  - Employee + 2 or more dependents: \$2,228

Employees may "cashout" up to \$450 per month of any money not used for the purchase of employer offered benefits. Any "cashout" will be paid to the employee in taxable compensation.

- **Retirement:** CalPERS 2.5% @ 55 for Classic members or 2.0% @ 62 for New PEPRAs members. The City does not participate in Social Security. The City participates in Medicare.
- **Vacation Accrual:** 6.667 to 16.667 hours per month and depending on length of service.
- **Sick Leave:** 8 hours per month.
- **Holidays:** 11 holidays, with one floating holiday and one birthday holiday to be scheduled.
- **Deferred Compensation:** Voluntary participation.
- **Life Insurance and AD&D:** City-paid \$20,000 policy.
- **Long-term and Short-term Disability:** Voluntary participation.
- **Health & Fitness:** Free use of the Silliman Activity & Family Aquatic Center (excluding classes and rentals).

## NEWARK COMMUNITY

The City of Newark is located in Southern Alameda County at the east end of the Dumbarton Bridge, 30 miles south of Oakland and 15 miles north of San Jose. Newark was incorporated as a General Law City in 1955 and has a Council/Manager form of government. Newark's population is approximately 47,531 with an encompassed area of approximately 13 square miles. Newark enjoys Bay Area benefits while maintaining a small town atmosphere.

Please visit our website at [www.newark.org](http://www.newark.org) & take a Video TourBook of Newark, CA

### **Aquatics Coordinator Supplemental Questionnaire**

1. Do you have a current Lifeguard training certification? If yes, what is the expiration date?
  
2. Are you able to work evenings, weekends, and holidays as assigned?  
 YES  
 NO
  
3. How many years of experiences do you have in the delivery of aquatics programs or a closely related field?
  - a) No experience
  - b) One year
  - c) Two years
  - d) Three or more years
  
4. What have you done to maintain your own skills or develop your aquatics training?
  
5. Please describe any experience you have in concessions/food handling. If you have no experience, type “no experience,” but indicate what you feel are important elements in a successful food concession operation.