



Class Code: 136
WP Code: Aquatics Coordinator
Established: 02/14/2013
Revised: _____
EEO Code: PP

CLASS SPECIFICATION

City of Newark, California

AQUATICS COORDINATOR

DEFINITION - Under general supervision develop, oversee, implement, and promote aquatic programs and activities. Provide leadership for aquatic programs and safety by hiring, training and supervising aquatic staff and coordinating other related functions in order to provide high quality service in a fiscally responsible manner. Perform a variety of routine 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 need. Work involves planning and implementation of a variety of aquatic program activities, office procedures and administrative functions for all age groups. Additional maintenance and mechanical support is required in support of general aquatic 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 aquatic and recreation programs being offered.

DISTINGUISHING CHARACTERISTICS - 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 program and activities, maintenance of aquatics equipment, and specific certifications that are required.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist in organizing, scheduling, and directing aquatic activities; work effectively with staff and other service providers in planning and coordinating activities.

Schedule, supervise, train and develop aquatic staff; make hiring and staffing recommendations; assist with scheduling problems and approve staff timesheets.

Assign work, train, motivate, and evaluate assigned volunteers and other seasonal/temporary employees.

Evaluate the full range of aquatic operations (i.e. lifeguard rotations, rule enforcement, vigilance, staff performance, signage, hazards, etc.); compile and analyze aquatic statistics and records; maintain records of participation, supplies, and equipment.

Perform aquatic skill audits; assure compliance with legal codes and requirements related to lifeguard procedures and emergency operations; monitor safety certificate expiration dates of lifeguard staff;

Aquatics Coordinator

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 entry, reports, notes, document drafts, or brief instructions.

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 aquatic emergencies to participate in, support, and/or coordinate response; 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 aquatic center; oversee the maintenance of the pools and equipment.

Assure effective use of facilities & equipment; issue and ensure the return of Recreation and other City equipment.

Provide assistance on special projects as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and methods used in planning, organizing, implementing, and evaluating a broad range of aquatic programs, services, and activities.

Programs and services related to all ages and demographics.

Pool health and safety requirements.

Recreational safety rules and regulations and emergency action plans for aquatic 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:

Aquatics Coordinator

Supervise and review the work of lifeguards, swim instructors, 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, and use 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.

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.

Experience and Education

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.

Education:

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

Aquatics Coordinator

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 be able to obtain CPO/AFO certification within 6 months of hire and maintain this certification throughout employment.

Lifeguard Training Instructor or Instructor training in Lifeguarding and/or swim lessons preferred.

Water aerobic experience and/or certification are desirable.

Working Conditions:

Position will require working evenings, weekends, holidays and odd hours 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.

Probationary Period: 6 Months

FLSA: Non-Exempt