



Office of Human Resources  
Aquatics Coordinator - CA2474  
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### General Statement of Duties

Coordinates and plans aquatic programs, classes and activities in a recreation center and provides instruction to participants.

### Distinguishing Characteristics

This class is distinguished from a Recreation Program Coordinator which plans, coordinates and implements citywide recreation programs, activities and special events, and is distinguished from a Recreation Center Coordinator which maintains the operations of a Recreation Center and coordinates facility usage, programs and activities held within the facility.

### Essential Duties

Performs program pre-planning duties for aquatics programs, classes and activities to include written projections of costs and fees, makes post-program reports of the budgetary outcomes of assigned programs and performs other assigned program analysis and evaluations.

Provides instruction to participants in organized aquatic programs, classes and activities.

Assist in recruiting, hiring and training of lifeguards and other aquatic staff to achieve quality aquatic programming delivery and safety of pool area and the participants.

Creates staff schedule to ensure proper coverage of swimming pools.

Identifies community and customer needs and interests, assesses program responsiveness to these interests and initiates new programming elements and enterprises, including partnerships with other community-based organizations to promote aquatic programs.

Ensures employees are properly trained and certified to perform functions of the position.

Conducts monthly in-service training on emergency procedures for recreation and aquatics staff.

Maintains and ensures prompt repair of equipment and pool.

Administers and reviews swimming program participant evaluation instruments for assigned programs; analyzes and uses findings to increase program and instructional effectiveness.

Engages in aquatic outreach activities to secure community acceptance and increased participation in recreation facility use and aquatic programming.

Organizes and solicits sponsors for swim events, which includes organizing and schedules aquatics activities, events, and swim competitions.

Maintains records of employee certifications such as Lifeguard Training, CPR/PR, First Aid, WSI-Water Safety Instructor, AED-Automatic External Defibrillator, and O2-Oxygen Administration.

By position, records data in budgetary and accounting records, collects revenues and makes cash deposits.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternatives, draw conclusions, or solve a problem.

**Oral Communication** - Expresses information to individuals or groups effectively; evaluating the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Problem Solving** - Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Reading** - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning** - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

**Written Communication** - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place

### **Knowledge & Skills**

Knowledge of the objectives of a comprehensive aquatics program sufficient to be able to give assistance in planning, organizing and directing all activities of a swimming pool.

Knowledge of chemicals and cleaning agents for swimming pools sufficient to be able to obtain chemical readings and identify proper levels.

Knowledge of the principles and practices of water safety, resuscitation and first aid sufficient to be able to enforce safety regulations and teach proper methods in lifesaving, first aid and CPR/PR techniques.

Skill in developing and maintaining a variety of aquatic activities for a wide range of age groups and special populations.

### **Level of Supervision Exercised**

By position, supervises temporary employees or volunteers.

### **Education Requirement**

Associate's Degree in Recreation, Aquatics, or Behavior Management or a related field.

### **Experience Requirement**

Three (3) years of work experience instructing in an organized aquatic program involving the monitoring of pool equipment, pool chemicals and pool operations.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid driver's license at the time of application.

Requires a Lifeguard Training Certification, CPR and AED Certifications for Professional Rescuers, and First Aid Certification at the time of application.

Requires a Lifeguard Instructor Certification, First Aid Instructor Certification, and a Certified Pool Operator or Aquatic Facility Operator Certification prior to completion of the probationary period.

Licensure and certification must be kept current as a condition of employment.

**Working Environment**

Potential exposure to heat temperatures, hot enough to cause bodily discomfort.

Potential exposure to humid conditions with high moisture content to cause bodily reactions.

Potential exposure to wet working conditions.

Noise: sufficient noise to cause distraction.

Personal safety: aware of surroundings, people and events.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Wet: frequent contact with water or other liquid.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Crawling: Moving about in a low or crouched position.

Crouching: Positioning body downward and forward.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
Education Check  
By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** A-617

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:** 2/27/2019; 06/11/19

**Revised By:** JH; RF

**Class History:** 2/27/2019 - Updated and revised the license and certification requirements to make them more open to certification from other qualifying organizations.

6/11/2019 - Updated working environment verbiage.