



Pleasant Valley Recreation and Park District Job Description

Job Title: Program Coordinator – Aquatic Center **Location:** Aquatic Center
Department: Aquatic Center **Prepared Date:** April 2015
Reports To: Recreation Manager **Approved by:** Board of Directors
FLSA Status: Non-Exempt **Approved Date:** July 1, 2015

SUMMARY: Under direction, coordinates, organizes and supervises the District's aquatics program utilizing a multi-use family aquatic center. Plans, coordinates and supervises day-to-day operations, general and preventive maintenance and instructional, community and recreational swimming programs. Coordinates and develops aquatic programs and activities to meet the needs of the community. Trains, supervises and evaluates the performance of assigned staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Perform other duties as assigned.

- Ensure the application of and compliance with established operating policies and procedures of the District.
- Responsible for compliance with security and safety policies and procedures. Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly. Promotes staff training and safety procedures.
- Ensure that appropriate image and approach are being consistently exercised within the Department.
- Maintain professional image and interaction with District employees, subordinates and customers.
- Assist the development, planning and promotion of recreation programs, classes, activities, and events.
- Create and present oral presentations to staff, community groups, contractors, volunteers or assigned.
- Supervise assigned employees, volunteers and contractors. Assist with hiring, training, discipline and evaluation of part time staff.
- Schedule and arrange activities; maintain applicable records, prepare and submit reports.
- Schedule staff, contractors, volunteers, classes, programs, activities, rentals and events to operate within the approved budget; maintain and exercise efficient use of facilities in relation to recreation programs.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies, conducting and set up of classes and events, etc.
- Prepare for review a variety of marketing and communication material related to programs, activities, classes and events. Ensure correct use of grammar and spelling.
- May assist with the development of department's budget and proper management of budget allocations.
- Collect, analyze and interpret financial data as related to the department. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of: principles and practices of planning, developing and directing creative and innovative aquatics programs; principles and practices of water safety, swim instruction, lifeguarding, first aid and CPR instruction; regulations, techniques and procedures pertaining to the operation and maintenance of public swimming pools and aquatic facilities; public relations and marketing of community-based programs; program administration, budget preparation and control; standard and accepted English usage, spelling, grammar and punctuation; computer software operation and applications; interpersonal skills using tact, patience and courtesy; common recreational, cultural and social needs of various age groups; and principles and practices of supervision and training.
- Ability to: plan, coordinate and supervise the daily operation and general and preventive maintenance of a community aquatics facility; develop aquatic activities to meet the needs of the community; read,



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interpret, and apply rules, policies and procedures; observe health and safety regulations; work with and secure cooperation of all age groups; operate a variety of office equipment such as personal computers and calculators; establish and maintain a variety of record keeping, and tracking systems; communicate effectively with staff, other agencies and the general public; make oral presentations and facilitate group meetings; train, supervise, and evaluate staff and volunteers; work independently with little direction; prioritize and schedule work; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner for self and others; analyze situations and identify pertinent problems and issues; prepare complex written material, which may include grant applications and agenda reports; and recommend and implement appropriate courses of action.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in approved related field; two (2) years' experience as a lifeguard, plus one (1) year supervisory experience as an Assistant Pool Manager or Head guard, or equivalent combination of education and experience. One year experience working with the public preferred. Additional requirements as established by Division head.

CERTIFICATES, LICENSES, REGISTRATIONS: Required certificates include: Current American Red Cross (ARC) certifications in Lifeguarding, CPR, First Aid & Oxygen Administration; Title 22; ARC Lifeguard Instructor; CPR for the Professional Rescuer, Water Safety Instructor (WSI), and preferred certifications include: Water Safety Instructor Trainer (WSIT), and Emergency Response Trainer. Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required. Additional requirements as established by Department Manager.

PHYSICAL DEMANDS: Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool; speaking sufficient to exchange information in person, on the telephone, or at formal presentations; dexterity of hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency lifesaving situations. **Hazards:** Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.