

## **POSITION DESCRIPTION**

Class Title: **Aquatics Coordinator/Head Swim Team Coach/Program Development**

Department: Parks and Recreation

Worker's comp Group No.: 054

Date: August 2021

### **GENERAL PURPOSE**

Performs administrative, supervisory, and professional work in the development, implementation, and marketing of aquatic programs. Serves as the Head Swim Team Coach.

### **SUPERVISION RECEIVED**

Works under the direct supervision of Director of Parks and Recreation.

### **SUPERVISION EXERCISED**

Supervises participants while participating in aquatics programs. Supervises the Assistant Pool Supervisors, and other employees and volunteers, in their work area as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Coordinates staff in the development and implementation of aquatics programs.

Coordinates special aquatics programs, registers participants, collects fees, and distributes equipment.

Promotes interest and provides information regarding recreation programs to the general public and others as requested.

Develops and implements new aquatic programs; finds ways to improve the quality and attendance of existing programs.

Promotes and markets all recreational programs through social media, flyers, and public radio and newspaper.

Serves as the Head Swim Team Coach. Knows and teaches swim strokes according to U. S. Swim/Blue Ridge Swim League. Knows Blue Ridge Swim League rules and ensure that all members are swimming according to league rules. Focuses on importing information into the computer, sending information out to parents, swimmers, and

coaches. Handles any other duties as needed. Plans and organizes swim team practices and organizes swim meets. Supervises with pool set up and clean up for practices and meets. Creates and runs a US Swimming program.

Will teach, supervise, and assist in private and group swim lessons as needed. Will research and create new aquatic programs for the department as well as maintain and organize private swim lessons. Will develop staff to teach as needed.

Provides support in coordinating and instructing water aerobics classes

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies, and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves problems; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports, and related information for decision-making purposes.

Prepares attendance, accident, and routine accounting reports.

Directs the patrolling of the pools and the enforcement of safety rules and regulations.

Supervises classes, workshops and activities for persons engaged in aquatics programs and co-sponsored programs.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, selling tickets, collecting fees, making arrangements for rental and use of pools, making arrangements

for Community Center, assists in setting up tables and chairs for programs, rentals, special events, etc.

Responds to public inquiries about recreation programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of letters, posters, news releases, flyers, and related communications regarding recreation and aquatic programs.

Coordinates, schedules, and maintains related records and statistics for programs and personnel at the swimming pools.

Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration systems. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

Prepares the pool facilities for the opening and the closing of the season; coordinates with other town departments knowledgeable of the filtration and water systems; inventories and properly stores all furniture and equipment; cleans facility; prepares for removal of vendor machines; maintains water balance; arranges for covering of pools, maintains total pool and water cleanliness.

Maintains correct operations of pool systems including routine maintenance of UV filtration, sand filtration, chlorinators, water parks, and hot tub jets. Performs repairs as qualified or coordinates repairs with outside sources as needed.

## **PERIPHERAL DUTIES**

Performs related work as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### ***Education and Experience:***

- A. Three (3) years of progressively responsible experience in the development and implementation of aquatic programs. Experience in the maintenance and operation of pools preferred.
- B. Graduation from a college or university with a bachelor's degree in recreation or a closely related field may substitute for 2 years of experience.
- C. Familiar with basics of water chemistry and pump room operations.
- D. One year's experience teaching American Red Cross approved swim lessons.

- E. USA Swim Coach preferred. Ability to teach all USA Swimming rules for swim strokes, starts, and turns.
- F. One year's experience in coaching a swim team, including running swim meets preferred.

### **Necessary Knowledge, Skills and Abilities:**

- Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations, and techniques used in a comprehensive aquatic recreation program.
- Skill in operation of listed tools and equipment.
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program; Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public; Ability to communicate effectively orally and in writing; Ability to plan and supervise the work of paid staff and volunteers.
- Skill in operation of listed tools and equipment.
- Ability to deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; ability to establish and maintain effective working relationships with employees, supervisors, and the general public.

### **SPECIAL REQUIREMENTS**

First Aid and CPR Certification required; Lifeguard and W.S.I. Certification required; Lifeguard Instructor Certification preferred. Certified Pool Operator Certification required. Must be able to obtain required certifications upon employment. U. S. Swim Coach Certification preferred.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

### **TOOLS AND EQUIPMENT USED**

Calculator, copy machine, portable radio, automobile, telephone, cash register, camera, ID camera and laminator, stop watches / timers, swimming pool equipment including chlorination system, pumps, valves, filtration devices, gauges, etc.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently

required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **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.

While performing the duties of this job, the employee is frequently exposed to wet and humid conditions as well as toxic or caustic chemicals such as chlorine, Muriatic acid, hydrochloric acid, soda ash and testing reagents. Work at the outdoor pool during the summer being exposed to intense sun.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; criminal background investigation; driving records; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_ Approval: \_\_\_\_\_  
Supervisor Appointing Authority

Effective Date: August 2021 Revision History: \_\_\_\_\_