

AQUATICS COORDINATOR

Position Purpose:

The purpose of this position is to perform administrative and supervisory work in overseeing the day-to-day functions of the Town's aquatic programs, pool operation (to include pump room issues), equipment, chemical/pool supplies and other pool related matters at the Atkinson Pool in Sudbury, under the direction of the Park, Recreation and Aquatics Director. Oversees and participates in water safety and lifesaving training and instruction; performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties which range in nature from routine to complex requiring a thorough knowledge of pool operations; may be required to exercise some judgment in situations not clearly defined by precedent or established procedures.

Supervision Received: Work is performed under the administrative direction of the Director of Park, Recreation and Aquatics; only unusual situations or cases are referred to the Park, Recreation and Aquatics Director.

Supervision Given: Supervises part-time and seasonal employees, lifeguards, swim instructors, head lifeguard, and front desk receptionists. Counsels and disciplines staff, in conjunction with Director, consistent with town policies.

Job Environment:

Work is performed in large pool aquatic facility and under pool facility office conditions. Works with pool chemicals. The noise level is moderate to loud at times, and may be louder than normal at times on the pool deck.

Operates aquatics, swim meet equipment and timing systems, as well as computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment; may operate an automobile.

Has frequent contact with the general public including children and adults, requiring a high level of customer service, patience, tact and discretion. Contacts are mostly in person and sometimes by telephone or e-mail and involve discussions on pool safety, procedures, and policies.

Errors could result in reduced levels of service, poor public relations, and potential danger to the general public.

Access to confidential information may include matters related to employee personnel records and membership records.

Position requires evening, weekend and holiday work as well as some irregular hours.

Essential Functions:

(The essential functions or duties listed below 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.)

Under the direction of the Director, ensures the safety of aquatics facility for use by participants by adherence to the proper State Board of Health Codes Minimum Standards for Swimming Pools.

Ensures performance of pool chemical testing in compliance with state mandated procedures and address any variances.

Coordinates swim programs, as well as ensuring rescue and life saving techniques as required in emergency situations. Oversees administrative and programming for the pool during a specified shift; serves as direct supervisor for facility operations during the specified shift.

Schedules all swim team rentals, lane scheduling and dive well time, as well as swim meets.

Evaluates aquatic programs and activities. Creates, promotes, schedules, and instructs new aquatic programs.

Oversees the management of the pool, which involves rescue and life saving techniques as required in emergency situations.

Participates in the selection, training, evaluation, scheduling and supervision of subordinate personnel. Participates in hiring new lifeguards, swim instructors, and front-desk employees.

Works on organization and recordkeeping for classes, pool related equipment and chemicals; includes inputting of online registration codes.

Under the direction of the Director, troubleshoots pump room issues, to include filtration problems, air quality issues, pool temperatures, boilers and other pool related issues.

Responsible for ordering chemicals, pool and facility supplies.

Performs administrative duties including maintaining records and statistics, preparing reports, maintaining department files, etc. Performs life-guarding duties and water safety instruction duties.

Assists in the development of swim programs. Organizes and assists in pool registration.

Ensures that all rescue and aquatic equipment are in good working order. Ensures adequate training of staff in CPR, First Aid, Water Safety Swimming and teaching skills through the conduction of monthly in-service trainings.

Performs regular day-to-day duties independently and is given some discretion in exercising judgment, making decisions, and determining appropriate course of action. The Aquatic Coordinator is expected to alert the Director of Park, Recreation and Aquatics of serious problems and policy issues.

Responsible for opening or closing facility, and some cleaning responsibilities at the pool facility.

Promotes and publicizes programs and activities including writing news releases, program fliers, updating department bulletin boards, and onsite media sources, including updating inclement weather hotline and website. Assists in creating seasonal brochure..

Communicates and enforces all safety procedures and regulations at the pool facility. Assists the Director in the investigation of and reporting of all accidents.

Assists in developing policies and procedures for aquatic staff. May assist in preparing department budget; preparing and reporting payroll.

Under the Direction of the Director, oversees collection of revenue, i.e. membership and guest fees, rentals, etc.

Develops monthly work schedules for all full and part-time aquatic staff. Effectively communicate schedules and coverage needs in a timely manner.

Organizes program calendar for staff and members on a regular basis, organizes and evaluates in-service training for aquatic staff.

Instructs classes or lifeguard as needed.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education and Experience:

Bachelor's degree in either leisure services/recreation/education with current CPO or ability to obtain within six months is highly preferred; supplemented by a minimum of two (2) years of related experience in aquatic facility, one year of which shall be in a supervisory capacity; or any equivalent combination of education and experience.

Special Requirements:

Water Safety Instructor (WSI)

Lifeguard Training (LGT)

CPR for the Professional Rescuer (CPR-PR) w/AED

First Aid

Certified Pool Operator (CPO)

Certification in automated external defibrillator (AED)

Aquatic Facility Operator (AFO) preferred

Lifeguard Training Instructor Training (LGT-IT) preferred

Water Safety Instructor Training (WSI-IT) preferred

First Aid/ CPR/AED Instructor Training (FA/CPR/AED – IT) preferred

Knowledge, Ability and Skill:

Knowledge: Working knowledge of pool aquatic facility, procedures and equipment. Thorough working knowledge of lifesaving techniques, CPR, and First Aid. Knowledge of pool filtration systems. Knowledge of Commonwealth of Massachusetts Department of Public Health Minimum Standards for Swimming Pools.

Ability: Ability to swim. Ability to communicate effectively with all members of the public (including children and young adults) in a courteous and tactful manner. Ability to establish and maintain good working relationships with co-workers. Ability to fairly and tactfully enforce facility rules and regulations. Ability to maintain a variety of records and statistics. Ability to deal with multiple tasks at the same time.

Skill: Excellent customer service and public relations skills. Skill in instruction and teaching aquatics. Good oral and written communication skills. Computer skills in word processing and spreadsheet applications. Bookkeeping skills. Skills in operating all above mentioned equipment.

Physical Requirements:

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.

Required to swim for extended periods of time; must be able to perform all water lifesaving techniques on adults and children. Regularly required to stand, walk, talk, hear, crouch, stoop, and sit; must be able to manipulate objects, tools, or controls, and common office/pool objects. May spend a large portion of shift swimming, standing and/or walking. Frequently lifts and/or moves objects weighing approximately 30 to 60 pounds such as equipment, supplies, and chemicals. Moderate physical effort occasionally required to perform emergency lifesaving efforts. Vision and hearing at or correctable to normal ranges.

(This 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.)