

AQUATICS COORDINATOR

Definition

Under general direction, the position is responsible for the management and programming of the aquatics programs of the Monterey Sports Center, and to do other related work as required.

Examples Of Duties

Duties may include, but are not limited to, the following: Create, conduct and promote aquatics programs including but not limited to recreational programming, water safety, instructional programming, lifesaving, children's programs, scuba programs, disabled and developmentally delayed programs, boating programs, and other appropriate water exercise and aquatics classes; recommend and implement policies and procedures for all aquatic facility for users; recommend fees and charges for various aquatic programs to include instructional, recreational and drop-in; recruit, hire, train, supervise, evaluate, develop job descriptions and statements, and develop work schedules for aquatics personnel; prepare payroll for aquatics staff; develop staff scheduling procedures to properly maintain aquatic equipment and facility to ensure health and safety of pool users; develop and manage daily facility pool maintenance program; oversee daily water and chemical quality control; develop and manage systems for monitoring water temperature and chemical balance periodically during the day; inform facility manager, as well as other staff, of potential hazards resulting from facility conditions or physical limitation of users; review and maintain file of participant accident reports; establish and maintain procedure for emergency response services; develop all the pertinent and required training manuals for aquatics personnel; prepare component budget as reflected in the aquatic needs; project and monitor income and expenses; prepare press releases, schedules and assist in the writing of brochure for various aquatic programs in conjunction with the facility manager; direct, counsel and interact with diverse user groups; works with other city departments and personnel in matters of common interest and concern; additional duties as assigned by facility manager.

Employment Standards

Knowledge and Abilities

Ability to: Develop, administer and teach aquatic programs; direct and train instructors, aquatics specialists, lifeguards, including physical and practical testing; supervise; write concise, logical and grammatically correct reports; work independently; work as part of a professional team and to collaborate effectively

with recreational peers; work with diverse user groups; identify problems, assess alternatives, render consistent and logical decisions.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of progressively responsible experience in aquatic programming, scheduling and supervision.

Education: Equivalent to a Bachelor's Degree in Recreation or related field.

License(s) and/or Certificate(s)

Certification as Aquatics Specialist required; Instructor or Trainer Certificates in each of the following areas is desirable: WSI, Advanced Lifesaving, CPR, and First-aid.