

Position Description **Aquatics Coordinator**

Position Aquatics Coordinator
Department/Site Kinesiology and Athletics
FLSA Non-Exempt
Evaluated by Dean of Kinesiology and Athletics
Salary Range 36

Summary

Under the general direction of the Dean of Kinesiology/Athletics, the position of Aquatics Coordinator has direct responsibility for the operation of the Aquatics Center.

Essential Duties and Responsibilities

- Coordinate the pool activities of the Division of Kinesiology/Athletics with pool maintenance (Kinesiology/Athletics Facility Supervisor).
- Request safety equipment needed for various education programs.
- Recommend and submit appropriate paperwork to process hires for lifeguards and swim leaders.
- Provide safety training and certification to lifeguard and swim leaders.
- Monitor lifeguards and swim leaders, coordinate their work schedule and submit time cards for approval.
- Post emergency action plans.
- Stay current as a Trainer in CPR, First Aid, AED, WSIT, and Lifeguard Instructor certifications.
- Coordinate with the Kinesiology/Athletics Facility Supervisor to arrange security of Aquatics Center area.
- Post and update Aquatic Center hours and regulations.
- Monitor safety and daily pool conditions.
- Work closely with deans and supervisors in the daily operation of the aquatics facility.
- Perform all of the relevant duties of the position with only general direction.
- Direct the work of other employees.
- Provide excellent customer service.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge, Skills, & Abilities**
 - Requires the ability to carry out the essential functions of the position.
 - Knowledge of aquatics safety equipment, water safety, lifeguard requirements.
 - Ability to effectively use a computer and a variety of job-related software applications.
 - Ability to communicate clearly and concisely, both orally and in writing.
 - Ability to demonstrate effective communication in a multi-cultural environment with faculty, staff, students, and the general public.
 - Establish and maintain cooperative and effective working relationships with members of the District community and with outside contacts.
 - Requires the ability to effectively direct the work of other employees.

Physical Abilities

- Requires incumbent to perform work of an active nature, requiring sufficient physical stamina to carry out duties.

Position Description Aquatics Coordinator

- Requires use of well-developed hand/eye coordination for precise motions and use of small instruments.
- Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time.
- Requires visual acuity to observe moving objects and recognize physical injuries.
- Requires auditory ability to project voice to a small group. Some seated activities at computer require ability to sit and use keyboard for moderate periods of time.

Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of aquatics program coordination experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of aquatics program coordination experience.

Licenses and Certificates

- Requires Red Cross LGI (Lifeguard Instructor), WSIT (Water Safety Instruction), CPR, First Aid, and AED certifications.

Working Conditions

- Work is performed indoors and outdoors where minimal safety considerations exist.