

Aquatic Coordinator

Job Description:

Responsible for managing staff and maintaining the facility. Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. Responsible for instructing/ facilitating various levels of swimming skills/ lessons; supervising children and adults in the Learn-To-Swim Program. Responsible for carrying out all job responsibilities.

Minimum Qualifications:

- Familiar Current certification in the following:
- American Red Cross Water Safety Instructor
- American Red Cross Lifeguard Instructor/ Manager
- American Red Cross Lifeguard Training First Aid /Instructor
- American Red Cross CPR/AED for the Professional Rescuer /Instructor
- American Red Cross Lifeguard Certificate
- Minimum of two (3) seasons lifeguarding experience
- Minimum of one (1) full season of teaching swim lessons
- Experience in pool management operations
- Pre-employment testing required by local / state laws
- Minimum Knowledge, Skills, and Abilities with general pool operations and equipment
- Experience as an assistant manager / manger

Knowledge and Skills:

- Thorough knowledge and application of life guarding surveillance and rescue techniques
- An understanding of facility characteristics, rules, policies, and procedures
- Leadership and public relations skills
- Excellent Decision-making skills
- Positive human relations and communication skills
- Must be able to work well with both staff and patrons of all ages (from children to the very elderly)
- Be familiar with New Jersey State Bathing Codes and Camp Codes
- Be familiar with City Ordinance and Aquatic Program
- American Red Cross Saba System
- Ability to work odd hours and be on call when off shift.
- Ability to perform under pressure.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

Supervises:

- Assistant Manager, Lifeguard/Swim Instructors, Pool Attendant, Instructors for special classes and all aquatic volunteers.

Responsibilities:

- Oversees daily operation of the pool and makes sure aquatics staff are efficient and competent .
 - Performs regular lifeguarding duties as necessary
 - Handles complaints made by the public in a diplomatic manner or refers to Aquatic Director / Assistant Aquatic Director when necessary.
 - Works with Park Maintenance staff to perform facility maintenance.
 - Maintains daily records, including incident and accident reports, water quality, maintenance, and patron usage.
 - Schedules and conducts regular in-service sessions to ensure proper training of all staff.
 - Facilitates pre-season staff meeting to review duties, skills, and facility operations, and facility specific training.
 - Conducts pre-season and mid-season skills testing of all aquatics staff.
- Prepares and verifies employee swim lesson and guarding work schedules.
- Notifies Aquatic Director / Assistant Aquatic Director in cases of lightening, break-ins, accidents, chlorine leaks, or chemical problems, or any other questionable situation.
 - Ensures that course records for swimming lessons are completed and turned into the Recreation office with class rosters.
 - Responsible for the timely collection, verification, and delivery of time sheets to the Aquatic Director.
 - Keeps an inventory of rescue equipment.
 - Completes facility safety checks and ensures that all safety equipment is stored
 - Performs all daily closing and opening duties
 - Completes employee evaluations for all aquatics staff.
 - Train staff
 - Ensures proper signage is visible and adequate.

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- Ensures proper signage is visible and adequate.
- Makes sure signage is in good condition and replace damaged
- Makes sure bulletin boards are neat, and detail oriented with Aquatic Program Information.
- Monitor scheduling of staff.
- Ensure the safety of all facility patrons and staff.
- Manage the waterfront staff and pool attendants.
- Recognize and respond effectively in emergencies.
- Enforce all aquatic facility policies, rules, and regulations.
- Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the Aquatic Director/ Assistant.
- Conduct daily staff inspection of staff uniform and essential wear.
- Communicate with the public about various pool activities and water safety issues.
- Complete records and reports.
- Keep and accurate record of facility patrons' paperwork.
- Monitor and manage all staff.
- Test and log the water chlorine and pH levels every 2 hours.
- Provide weekly lesson plans for Daily Staff In-service
- **Conduct and participate** in regular in-service training sessions at least twice a day on a daily basis.
- Exercise regularly to maintain fitness level (strength and endurance).
- Provide weekly lesson plans for Learn-To-Swim-Program
- Plan, conduct, and evaluate Swim lessons and Water Safety Courses.
- Monitor participant's practice and provide corrective feedback and encouragement.
- Develop lesson plans for each class.
- **Maintain accurate records of attendance** of participants in the Learn-To-Swim Program and complete proper paper-work.
- Ensure patrons receive course completion certificates when swim lesson course is finished.
- At the end of each session, communicate with parents/guardians regarding child's skill level.
- Maintain a comprehensive knowledge of facility and emergency procedures.
- Maintain knowledge of current teaching methods and swimming techniques.
- Clean area and pick up equipment after each class.
- Adhere to established safety and health procedures and practices for the purpose of providing injury and illness prevention for self and other.
- Alert Aquatic Director / Assistant Aquatic Director when more supplies and/or equipment is needed.
- Welcome (with a smile) every patron/group to our facility (upon their arrival).
- Thank (with a smile) every patron/group for swimming at our facility (upon their leaving).
- Take inventory and inspect equipment for Learn-To-Swim Program.
- Must be flexible.
- Communicate with Assistant on days off to stay abreast of facility happenings.
- Checking clothing bags in and out of the office area
- Keeping first aid kit and office in order
- Cleaning office area on a daily basis
- Complete End-of – Season Report (Typed). Due: August 24, 20xx @ 11:00 a.m.
- Complete additional duties as assigned by Aquatic Director/ Assistant Director.

Responsible To: Recreation Director