

## AQUATICS COORDINATOR

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Reports to: Director of Recreation & Tourism Department: Recreation & Tourism

Position Control No:

Exempt  Non-Exempt

Full Time  Part-Time  Seasonal

Department Head Approval: \_\_\_\_\_

Date: \_\_\_\_\_

### JOB SUMMARY:

Manages and coordinates the overall operations and maintenance of Aquatic Programs, Lowry Center Pool, Matthew T. Doyle Natatorium, and Nessler Park Family Aquatic Center and year-round programs including but not limited to swim teams, public swim, learn to swim programs, and water safety awareness programs. Develops and administrates budget for the Aquatic Programs. Assists with the preparation and coordination of department special events throughout the year. Reviews and make recommendations on policies and rates to the Director. Reports to the Director of Recreation & Tourism.

### ESSENTIAL JOB FUNCTIONS:

1. General supervision of Aquatic Programs, Lowry Center Pool, Matthew T. Doyle Natatorium, Nessler Park Family Aquatic Center (outdoor pool), supervisors, staff, and facilities.
2. Supervise operations of aquatics facilities including scheduling, maintenance, revenue collections, monthly/seasonal reconciliation's and weekly accounting audits of cash handling.
3. Recruit, train, supervise and evaluate employees as well as contract instructors. Train department staff in lifeguarding, CPR, first aid, oxygen management and AED.
4. Responsible for overseeing the preventative and general maintenance of all aquatic facility equipment.
5. Prepares media information for release including flyers, brochures and press releases associated with the aquatic programs.
6. Understand and successfully operate software for memberships, reservations and program registration.
7. Assist with coordination and planning of departmental special events including parades, concerts in the park, movies in the park, Christmas, Halloween, summer camps, etc.
8. Ability to identify and resolve problems in a timely manner; Develop alternative solutions; Uses reason even when dealing with emotional topics.
9. Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.
10. Coordinates and schedule with TCISD aquatic programs and events.
11. Prepare and administer budget unit for aquatics division.
12. Prepare year-end reports on customer usage and revenue of the aquatic facilities for City Administration and City Commission.
13. Develop, implement and review yearly policies and procedures for aquatic staff.

14. Develop, implement and review policies and procedures for facility rentals, programs, and revenue collection for aquatics division.
15. Develop and make presentations to community groups.
16. Recruit volunteers for various programs and events.
17. Market events and programs.
18. Position works Monday – Friday, evenings and weekends as scheduled. Some traveling required.

#### QUALIFICATIONS:

1. Five years experience in Parks, Recreation & Tourism Sciences, Health, Sports Management or related field. A combination of education and experience will be considered in lieu of education requirement.
2. Lifeguard Instructor License/ Certification from one of the following programs: Ellis & Associates National Pool & Waterpark Training, NASCO, or the American Red Cross or the ability to obtain within one year of employment.
3. American Red Cross Water Safety Instructor certification or the ability to obtain within one year of employment.
4. CPR/ First Aid Instructor from one of the following training programs: Ellis & Associates National Pool & Waterpark Training, NASCO, or the American Red Cross or the ability to obtain within one year of employment.
5. Oxygen/ AED Instructor from one of the following training programs: Ellis & Associates National Pool & Waterpark, NASCO, or the American Red Cross or the ability to obtain within one year of employment.
6. NSPI Certified Pool Operator or NRPA Aquatic Facility Operator Certification or the ability to obtain within one year of employment.
7. Valid Texas driver license with an acceptable driving record.
8. Two Years of related experience.

#### 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.

While performing duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand, walk, reach with arms, use hands to finger, handle or feel, stoop, kneel, crouch and crawl. The employees must frequently lift and/ or move up to 25 pounds and occasionally lift and/ or move up to 50 pounds. Works indoors and outdoors in extreme temperatures; heat, cold, temperature swings and inclement weather.

**NOTE:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel classified.

APPLICANT: Are you cable of performing in a reasonable manner the activities involved in the job or application for which you have applied? Yes/No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date