



Aquatics Coordinator

General Purpose

Responsible for managing the operations of the Town swimming pool.

Classification Identification

Exempt, full time.

Supervision Received & Exercised

This position is supervised by the Parks and Recreation Director. The Aquatics Coordinator supervises and evaluates staff in the pool operation.

Essential Duties and Responsibilities

- Assumes direct responsibility for the maintenance and operation of the filtration, sanitation, lighting and overall safety of the swimming pool facility.
- Supervises, directs, and evaluates the work efforts of staff assigned as well as provides training to all lifeguards regarding life saving techniques and water safety principles.
- Develops, promotes and supervises a diversified aquatics program for all ages in accordance with community needs.
- Coordinates a Learn to Swim program.
- Schedules and implements staffing needs for various programs.
- Ensures all Town and Health Department rules, policies, procedures, rules and regulations regarding the operation of the pool are adhered to and enforced by the staff.
- Directs and supervises the collection of all fees, prepares daily records of receipts and deposits same in accordance with Town policies.
- Maintains, analyzes and submits pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), back-washing, maintenance, cleaning, accidents, rescues and assists, and first aid.
- Ensures the safety and well being of the public.
- Conducts daily walk-through of facility to ensure appropriate appearance.
- Documents needed repairs and maintenance.
- Maintains accurate inventory of first aid, chemical, operating and program supplies.
- Performs as a lifeguard.
- Performs related work as required and assigned.

Required Knowledge, Skills and Abilities

- Operation of a swimming pool, including sanitation, maintenance, safety, and public relations.
- Swimming pool and cash management operations and record keeping.



- Principles, practices and application of lifesaving and first aid techniques.
- Emergency services available.
- Rules and regulations pertaining to the pool use.
- Work independently within the established policies and procedures of the department.
- Communicate orally in the English language in a one-on-one or group setting.
- Work cooperatively with staff and public.
- Enforce pool rules and regulations.
- Act quickly and calmly in emergencies.
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar.

Requirements

- High School Diploma or equivalent.
- Aquatic Facility Operator or Certified Pool Operator.
- Minimum 2 years experience at swimming pools in life guarding, instruction, and maintenance or
- Equivalent training and experience that provides evidence that the applicant possesses the required knowledge, skills and abilities.

Special Requirements

- Current Red Cross Certifications including Water Safety Instructor.
- Life Guard training.
- Standard First Aide or equivalent.
- Cardiopulmonary Resuscitation for the Professional Rescuer or equivalent certification.
- Automatic External Defibrillator (AED) and Lifeguard Training Instructor.

Salary Range

Salary will be determined based on experience and qualifications.

Salary ranges from \$35,006 - \$42,016 annually.

Applications Deadline: Position open until filled.