

CITY OF AVON
CLASSIFICATION SPECIFICATION
An Equal Opportunity Employer

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Classification Title:	Aquatics Coordinator	Civil Service Status:	Unclassified
Department:	Parks and Recreation	FLSA Status:	Non-Exempt
Immediate Supervisor:	Director of Parks and Recreation	Bargaining Unit Status:	Excluded
Employment Status:	Seasonal	Positions Supervised:	Pool Manager

JOB RESPONSIBILITIES:

Performs other related duties as required

Under general supervision of the Director of Parks and Recreation, develops, markets, and implements all aquatics programming for the City; oversees the operations of the Aquatics facility/swimming pool; assists in the selection and hiring process for all staff (City employees/contract employees). Develops effective public relations outreach/programming. Monitors facility conditions to ensure safety and security for staff (City employees/contract employees) and the public.

QUALIFICATIONS:*

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed. An example of an acceptable qualification for this position:

***Must obtain within forty-five (45) days of employment.**

Completion of four (4) year college degree in aquatics management, park and recreation administration, physical education, marketing, management or a related field; proficiency in Microsoft Office, particularly Excel, Outlook and Word. One (1) to three (3) years experience in an aquatics setting in a managerial or supervisory capacity. Must possess or obtain prior to employment, current American Red Cross Certification or equivalent;* must be certified in first aid, cardiopulmonary resuscitation (CPR) including use of automatic external defibrillator (AED);* Certified Pool operator or Aquatics Facility Operator (AFO), American Red Cross Water Safety Instructor, and/or Lifeguard Instructor certification preferred.

ILLUSTRATIVE DUTIES: (The duties listed below are intended to depict tasks performed by this classification.)

Develops, markets, and implements all aquatics programming and events at the aquatic facility (e.g., Learn to Swim, competitive swim team programming, private events, etc.); develops working relationships and/or partnerships with local businesses, agencies, schools, and organizations to promote City aquatic programming and events.

Performs a variety of tasks in order to ensure the effective and efficient operation of the City swimming pool and aquatic facility.

Directs and oversees aquatic facility operations including in-service training and supervision of staff (City employees/contract employees).

Assists the Department Director and other appropriate individuals in the selection and hiring process for staff (City employees/contract employees).

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Directs and oversees assignment of work schedules to maintain adequate and safe daily staffing.

With the assistance of the Pool Manager, directs and oversees the administration of proper first aid and safety protocols.

Assists the Department Director by providing recommendations on personnel, material, equipment, and supply needs within budgeted funds.

Directs and oversees the inspection of swimming pool equipment and filtering systems to ensure safe pool operation. Oversees water quality testing of pools and monitoring of the filtration system and chemical control system.

Directs and oversees the enforcement of all policies, regulations, and safety rules, including crowd control during peak times. With the assistance of the Pool Manager, evaluates potential hazardous weather conditions and closes the facility and/or certain facility features as warranted.

Communicates with the Pool Manager to ensure regular periodic inspections and cleaning of facilities, including the bathhouse, restrooms, filter room, guard area, decks, and pool.

Communicates with the Pool Manager to ensure preparation of all necessary reports, including, but not limited to: employee attendance reports, accident reports, incident reports, cash reports, water quality reports, facility daily check lists, first aid equipment reports, inventory reports, material safety data sheets, and audits. Analyzes all reports and responds appropriately to information derived from such reports.

Assists with the oversight of the collection of all fees, and preparation of daily financial records.

Develops and creates marketing materials. Develops annual budgets and seasonal measuring programs.

Develops and implements operational procedures and practices consistent with emergency action plans.

Provides information and assistance to patrons in a professional and courteous manner; receives and responds to public complaints in a courteous and respectful manner.

Performs functions necessary to prepare and open and close the facility for the season.

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Communicates with the Department Director as necessary and appropriate.

Maintains required licensures, certifications, etc.

Demonstrates regular and predictable attendance.

Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES necessary to perform duties (* indicates developed after employment)

Knowledge of: City/Department goals and objectives;* City/Department policies and procedures;* safety practices and procedures; supervisory principles and practices; employee training and development; life saving techniques; first aid practices; CPR; sanitary practices; public relations; methods, skills and protocols used to help prevent and respond to aquatics facility emergencies; pool management principals and practices; budgeting.

Skill in: management and supervision; problem solving; swimming; executing life saving techniques; administering first aid and CPR; computer operation; use of modern office equipment.

Ability to: communicate effectively with other employees and the public; provide and carry out instructions in written, oral, or picture form; deal with problems involving several variables within familiar context; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; determine material and equipment needs; calculate fractions, decimals, and percentages; prepare accurate documentation; maintain records according to established procedures; understand a variety of written and/or verbal communications; travel to and gain access to work site; demonstrate physical endurance; develop and maintain effective working relationships with coworkers, supervisors, and the public; resolve complaints; demonstrate physical agility; perform heavy manual labor for extended periods of time in often adverse conditions, including occasionally lifting, pushing, pulling, or carrying objects weighing up to thirty-five (35) pounds; train, supervise and evaluate employees; implement policies, procedures, and practices necessary to conduct a safe, clean and community service oriented aquatics operation.