



<b>Job title</b>	<i>Aquatics Coordinator</i>
<b>Reports to</b>	<i>Wellness Center Director</i>

### **Job purpose**

Under the direction of the Wellness Center Director, the Aquatics Coordinator is responsible for overseeing the Aquatics Center and outdoor aquatics facility for the City of West Lafayette to include hiring, scheduling, and supervising lifeguards and swim instructors; maintaining a vibrant and dynamic schedule of classes; and, maintaining the proper condition and overall appearance and cleanliness of the Aquatics Center. The incumbent will also be responsible for select administrative duties, as necessary.

### **Duties and responsibilities**

- Manages the operation of aquatics facilities, activities, swimming programs, and department staff.
- Supervises and guides employees and volunteers.
- Tracks and monitors revenue and expenditure to stay within the allotted budget.
- Adheres to aquatic safety standards and guidelines.
- Plans and organizes staff assignments and workloads.
- Hires, trains, and evaluates aquatic staff and volunteers.
- Modifies and defines entry fee for aquatic facility, as needed.
- In coordination with the Membership and Marketing Director, develops flyers, brochures, advertisements, etc. to promote aquatic facility.
- Recommends changes to existing aquatic programs, as needed.
- Conducts various aquatic entertainments and activities to attract more customers.
- Assists in research, facilitation, and building of quality aquatic programs that provide customer satisfaction.
- Provides information about aquatics programs to schools, recreation officials, community service groups, and the general public.
- Assists in maintenance and repair of aquatics facilities and equipment.
- Responsible for the overall safety, cleanliness, security, and general operations of the aquatics facilities.
- Completes other duties as assigned.

### **Qualifications**

- Bachelor's degree from an accredited college or university with major coursework in Kinesiology, Sports Management, Health Education, or other closely-related field.
- Two (2) years' of relevant experience providing lifeguard and water safety instructional classes.
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.
- Minimum two (2) years' experience supervising and leading staff.
- Certification as a Life Guard, Life Guard/First Aid/CPR Instructor, Certified Pool Operator (CPO).

## Work Schedule

Monday through Friday, 8:00am to 4:30pm. This is a full-time, non-exempt position. Occasional early morning, evening, and weekend work may be required as job duties demand to include some holidays.

## Working conditions

This job operates in the Aquatics Center within the West Lafayette Wellness Center and the West Lafayette Municipal Pool, as well as in a professional office environment. May be exposed to chlorine, acids, and other chemicals at aquatics facility, as well as blood and body fluids while rendering first aid and CPR. Incumbent will interact with individuals in interpreting and enforcing rules, policies, and procedures. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets, as well as standard pool equipment.

## 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.

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment, furniture, or children; adults who may require removal from the pool; and, to stay in the pool for prolonged periods. Must possess the ability to stand, stoop, kneel, reach, bend, climb, push, and pull materials and equipment, and be able to swim while wearing an appropriate uniform with protective equipment. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; and, reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## Direct reports

This position will supervise all Aquatics staff, life guards, and swim instructors.

<b>Approved by:</b>	<i>Monica Wontor, HR Manager</i>
<b>Date approved:</b>	<i>01/02/2019</i>
<b>Reviewed:</b>	<i>7/22/2019; 12/11/2019; 12/27/2019; 01/02/2019</i>