



Excelsior Springs Parks, Recreation, & Community Center Department

Job Title:	Aquatics Coordinator	Job Category:	Exempt
Department/Group:	Parks, Recreation, Community Center	Supervisor:	Aquatics Manager
Location:	Excelsior Springs Community Center	Date Closing	Open Until Filled
Level/Salary Range:	I - \$42,166 starting	Position Type:	Full-time Position

Job Description

GENERAL PURPOSE:

Under the direction of the Aquatics Manager and in accordance with the mission and purpose of the Excelsior Springs Community Center, the Aquatics Coordinator shall support the Aquatics Manager the administration, direction, and supervision of the aquatics division. A successful Aquatics Coordinator will be someone energized by a fast-paced environment with strong communication skills, the ability to identify areas of improvement, program development and can be a team player. Professional duties in supervision of the operations of the aquatic's pools and aquatic concessions through planning, coordination, scheduling, and evaluating a variety of programs specific to the aquatics area. Failure to provide adequate services will result in unsafe recreation facilities or a lack of programs in the community. This will have an impact on the quality of life for all residents and will affect the health and wellness of community members, and youth and elders in particular.

ESSENTIAL JOB FUNCTIONS:

1. Attend any required departmental training.
2. Follow Clay County Health Department Rules and Regulations.
3. Follow State of Missouri Department of Health and Senior Services Regulations.
4. Responsible for the promotion and supervision of swim lessons from infant through adult.
5. Assists with special interest aquatic areas including but not limited to: lifeguarding, water exercise and arthritis programs and all aquatics outreach and aquatics grant funded programs.
6. Recruit, train, supervise, and retain all part-time concessions staff and volunteer staff related to aquatic programs.
7. Ensures quality control, patron service and risk management policies and procedures for the aquatic facilities
8. Enforces facility policies and procedures consistently for the aquatic staff
9. Assist with all day-to-day maintenance involved with operating an aquatic facility (cleaning, pool chemistry, pump room maintenance, etc.)
10. Provides leadership to the planning and delivery of aquatics programming
11. Must be able to lifeguard and teach aquatic courses
12. Conducts in-service training for aquatic staff
13. Supervise swim lesson programs and is accessible during program hours
14. Assist with overseeing water aerobics programs and teaches classes when necessary
15. The Aquatics Coordinator spot-checks completed work for compliance with procedures and the nature and propriety of the final results
16. Evaluates aquatics observation and direct contact with participants as well as by written surveys. Determines needs for the aquatic's facilities.
17. Ensure a culture of inclusion that builds and celebrates diversity within ESPRCC and the community.
18. Develop and manage Aquatics Division concessions including ordering supplies, staffing, equipment needs, and other areas. Demonstrate sound fiscal management skills.



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19. Performs those activities necessary to ensure the safety of participants
20. Assist with the development and maintenance of the operational manuals for the aquatics center
21. Follow all guidelines according to the city employee handbook, county health codes, American Red Cross Lifeguard, CPR, and First Aid training, the Excelsior Springs Community Center policy and procedures manual, and safety rules.
22. Coordinates and works with other divisions to incorporate system philosophy and policy to promote a rounded and comprehensive department
23. Assist with water chemistry and pump room at Rainbow Splash Park
24. Other duties as assigned by the supervisor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor's degree in Recreation Management, Education or a related field is preferred; experience in recreational programming, preferably in a municipal setting; or any equivalent combination of education and experience.
2. Minimum of TWO years' experience in a management position related to aquatics
3. Excellent written, verbal, organizational, and communication skills.
4. Current American Red Cross Lifeguard Certification
5. Current American Red Cross first aid and CPR certification
6. Current American Red Cross Lifeguard training instructor OR in a position to obtain this certification
7. Current American Red Cross WSI certification required OR in a position to obtain this certification
8. CPO/AFO certification is preferred or ability to obtain within six (6) months of hire is required.
9. Current Water aerobics and/or aquafit certification in a position to obtain this certification

PREFERRED SKILLS:

1. Strong customer service skills.
2. Ability to follow written and verbal instructions. Intermediate proficiency with Microsoft Office Software applications including Word, Excel and Power Point. Experience with Sportsman software a plus. If no experience must be willing to go through proper training to master this program.
3. Ability to gather information, make computations and assist in department activities. Must be able to maintain confidentiality.
4. Ability to establish and maintain effective working relations with coworkers and the public.
5. Ability to make work-related decisions in accordance with Department policies and regulations with a minimum of supervision.
6. Skill in organizing, planning and preparing materials and evaluation goals and objectives
7. Skill in selecting, supervising, and appraising, counseling, and discharging personnel
8. Skills in management and staff development.
9. Ability to establish good working relationships with public, subordinates and supervisors
10. Ability to maintain self-control and composure and set a professional example for the staff and participants
11. Ability to demonstrate a strong commitment to patron services
12. Ability to understand, analyze and implement ideas and concepts
13. This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity. The employee distinguishes between shades and color.



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ADDITIONAL NOTES			
Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time