

AQUATICS COORDINATOR

FLSA Status: Covered
Union Representation: Municipal Employees, Local 483/Recreation Employees

Classification Summary:

Positions assigned to this classification are responsible for coordinating a full range of aquatics activities at assigned sites with considerable independence. Work involves program development and implementation; assessing needs; working with various community groups; and planning, organizing, and promoting aquatics programs. Positions of this classification may engage in general recreation work or may be assigned to specialized aquatics work requiring specific skills. Supervision is received from higher-level recreation personnel, and work is reviewed through reports and results obtained.

Aquatic Coordinators are distinguished from Aquatic Leaders by the former's responsibility for program development, assessment of community needs, and certification of lifeguards, swim instructors, and water fitness instructors. Aquatics Coordinators may direct the work of Aquatic Leaders, and work may include all the duties of the Aquatic Leader.

Examples of Work: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class).

1. Oversees daily operations of aquatic facilities.
2. Plans and coordinates a full range of aquatic programs and activities.
3. Identifies and incorporates trends in aquatic recreation and safety into programs and activities.
4. Develops and adjusts daily pool schedule as needed.
5. Updates on-site, printed, and on-line schedules to reflect current schedule, closures, or changes.
6. Schedules, maintains, and oversees aquatics facility rentals.
7. Assists in the preparation and administration of the program budget.
8. Evaluates aquatic classes, develops aquatic programs and/or adjusts aquatic programs as needed; identifies supplies, equipment, and materials needed to deliver programs.
9. Develops, adjusts, and maintains aquatics classes in recreation registration system as needed.
10. Oversees swim lesson program at site; trains and certifies lifeguards and swim instructors; onboards and trains seasonal aquatic staff.
11. Maintains and replaces medical equipment as needed. Communicates equipment needs with Supervisor.
12. Makes purchasing decisions based on inventory and budget in support of programs and/or facility; creates and executes purchase orders for merchandise, supplies, and equipment as needed for courses, programs, and special events.
13. Coordinates with other staff to develop and distribute marketing materials.

14. Serves as the Employee in Charge (EIC) in the absence of the Supervisor.
15. Develops schedules for all seasonal aquatic staff.
16. Enters payroll and maintains time keeping records for assigned location.
17. Conducts aquatic safety drills.
18. Plans, organizes, and leads at least 4 hours of aquatics in-services per month.
19. Plans, organizes, and leads community center wide in-services.
20. Ensures facility is safe and accessible for all staff and patrons; ensures all accessibility equipment is functional; identifies and corrects safety hazards as needed; communicates any needs to maintenance staff and Supervisors.
21. Collaborates with community partners; assists in marketing, employment opportunities, programs, and events through tabling events.
22. Participates in and collaborates with stakeholders in various aquatics committees; establishes partnerships; develop and maintain agreements.

Knowledge, Skills and Abilities:

Positions assigned to this specialty must meet the following qualifications in addition to the Knowledge, Skills and Abilities listed for the Aquatics Leader classification.

Knowledge of:

1. Current trends, techniques, and principles of aquatics programming and instruction.
2. Water safety and sanitation in a public pool environment, including checking pool chemicals, water temperature, water clarity.
3. Current trends in the field of leisure programming and education.
4. Program assessment, planning, development, coordination, and evaluation applicable to the assigned area.
5. Methods of recruiting, assigning and directing work, motivating, and evaluating performance of staff.

Skill in:

6. Developing, promoting, scheduling, and coordinating programs, classes, and special events.
7. Analyzing community recreation needs and developing programs to meet needs.
8. Oral and written communication, including public speaking.
9. Computer use including: data entry, program and/or course entry and scheduling, facility scheduling, and computer based registration processes.
10. Keeping accurate records including registration, deposits, receipts, and community data.
11. Problem solving, organizing workloads, and meeting deadlines.
12. Identifying and meeting the needs of diverse populations.

Ability to:

13. Establish and maintain effective working relationships with a variety of internal and external stakeholders and the general public.
14. Educate and enforce park rules and city ordinances.
15. Apply effective leadership techniques, including with recruiting, training, scheduling, and evaluating staff.
16. Direct the work of staff, review work, and bring performance concerns to Supervisor's attention.

17. Incorporate the needs of people of diverse ethnic backgrounds, ages, physical abilities, and interests into program planning.

Licenses; Certificates; Special Requirements:

Current Certifications within three months of hire:

- StarGuard Elite Lifeguard Certification, which includes First Aid, CPR, Supplemental Oxygen and AED
- StarGuard Lifeguard Instructor Certification
- Portland Parks & Recreation Swim Instructor Certification
- Portland Parks & Recreation Swim Instructor Trainer Certification
- Portland Parks & Recreation Water Fitness Instructor Certification
- Certified Pool Operator Certification OR Aquatic Facility Operator Certification

Working Conditions:

Potentially hazardous conditions, e.g., working around chlorine, water, and a hot, humid environment.

Class History:

Adopted: 7-1-22