

CITY OF SALINAS

AQUATICS COORDINATOR

BARGAINING UNIT/CLASS CODE:

SMEA / Q14

DEFINITION

To plan, coordinate and direct programs and activities in the assigned City Aquatics Program and to supervise part-time employees and volunteer workers participating in aquatics programs.

DISTINGUISHING CHARACTERISTICS

This is a journey level position in the aquatic program. Positions in this class have responsible charge of day-to-day coordination, supervision, and scheduling of municipal swimming pool facility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned Recreation Services Manager. Exercises general supervision over Aquatics Assistant, part-time employees, temporary and volunteer workers.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Participate in planning, developing, implementing and supervising aquatics at the municipal pool facility. Recruit, hire, train, supervise, evaluate, and discipline part-time employees and volunteers. Prepare or coordinate the development of events publicity, including news releases, flyers, pamphlets, and brochures. Schedule work hours for part-time recreation staff. Participate in the development of the annual budget for the aquatics program. Maintain records and develop reports concerning activities and effectiveness of new or on-going programs. Collect, document and report funds on fee-paid programs. Recommend the purchase of necessary equipment, materials, and supplies. Perform maintenance on pool and facility, including monitoring and adjusting chemical levels in the pool as needed. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and push a broom and other manual pool cleaning tools as required. Vision sufficient to detect and distinguish between different colors, read fine print on Material Safety Data Sheets, and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to swim, push/pull, squat, twist, turn bend stoop, and reach overhead; physical mobility sufficient to swim, and walk about the work environment, walk on slippery and wet surfaces, physical strength to lift 20 lbs. from the floor and occasionally up to 50 lbs. of boxes containing equipment and pool materials; physical stamina sufficient to swim for several minutes, stand, walk and/or sit for prolonged periods of time; mental acuity to collect interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Working conditions are primarily contained within an office within the indoor municipal pool complex, but may include occasional outdoor pool activities for special programs away from the City's pool facility, and occasionally working in an office environment, working outdoors in sun, heat, fog and rain, at night and on weekends and some holidays. Occasionally subjected to long periods of standing and walking while supervising pool activities and programs, and being at least partially submerged in pool water, and occasional exposure to the outdoor elements in a park or recreational environment. Work in and around pool chemicals. Ability to drive a vehicle.

**CITY OF SALINAS
AQUATIC COORDINATOR (continued)**

QUALIFICATIONS

Knowledge of:

Procedures for implementing a variety of aquatics activities and programs. Program content for swim programs and aquatics activities. Personnel management principles, practices, and techniques including methods for employee selection, supervision, evaluation and training. Recreational and social needs of the community. Recreation-Park Division rules and regulations.

Ability to:

Plan, coordinate, organize, and implement aquatics activities and related special events. Prepare and distribute publicity concerning new or on-going programs and activities. Select, train, supervise, and evaluate part-time employees and volunteers. Understand community needs relating to aquatics activities. Identify methods to maximize service effectiveness and efficiency. Communicate effectively, verbally and in writing. Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work. Promote the mission, values and standards of an efficient/effective public service or organization.

Skills to:

Perform competently in planning, coordinating and implementing activities at the municipal pool.

License or Certificate:

Possession of valid California Driver's license. Possession of First Aid, CPR, Lifeguard and Water Safety Instructor (WSI) certifications. Certified Pool Operator's Certificate is highly desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors Degree from an accredited college or university with major course work in Recreation Administration or closely related field; and at least three years increasingly responsible experience in supervising and administering aquatics programs and facilities.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 9-94, REV: 8-98, REV: 03-06