

City of Placerville
Recreation & Parks Department
Part-Time, Seasonal Job Description

AQUATICS COORDINATOR

Examples of Duties: Under direction of the Recreation Supervisor, the Aquatics Coordinator is responsible for the daily operations of seasonal aquatics and competitive swimming programs within the parameters established by the American Red Cross. Responsible for all duties pertaining to the supervision, safety and operation of pool facilities and programs: plans, organizes, supervises swimming activities; schedules, trains, evaluates and supervises Lifeguards, Instructors, Office Assistants and Managers assigned to work at the pool; coordinates weekly staff meetings and training sessions; maintains proper sanitation of pool water; maintains cleanliness of dressing rooms, walks, restroom facilities and pool areas; responsible for the smooth operation of pool offices; addresses customer relations issues; maintains daily receipts; maintains good public relations, completes pool facility, program and financial records and reports as required; responsible for the control of all activities at the pool and keeping the Recreation Supervisor informed of status of personnel, programs, and maintenance conditions affecting program and pool operation; and performs related work as required.

Qualifications: Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Certificates: American Red Cross Lifeguard Training/First Aid; CPR/AED for Lifeguards, Administering Emergency Oxygen, and First Aid for Public Safety Personnel (or other Title 22 equivalent) desirable. American Red Cross Lifeguard Instructor and evidence of leadership training desirable.

Education/Experience: High school diploma and two seasons experience as a Lifeguard, Swim Instructor, or Pool Manager with increasing levels of responsibility.

Skill and Knowledge: Proficiency with Microsoft Office applications; aquatics management procedures; working with people of all ages; teaching swimming lessons according to City standards; organizing training sessions and activities for up to 70 staff members; enforcing City policies and procedures; team building techniques; demonstrating excellent leadership; recreation program evaluation techniques; employee appraisal methods; working with the public; customer service skills; performing current swimming rescue, first aid and CPR skills; preparing reports; following oral and written instructions; working cooperatively with others; being neat, orderly and honest; interpreting policies and procedures.

Salaries: \$20.27-22.81 per hour

Hours: May be scheduled to work 20 to 40 hours a week. Shifts are between the hours of 6:30am and 9:30pm, seven days per week.

Employment Dates: Seasonal, Memorial Day through Labor Day, additional spring and fall employment possible

Application Procedure: City Application and Supplemental Aquatics Employment Application are required.