JOB DESCRIPTION

|  |  |
| --- | --- |
| SUMMARY | Under administrative direction, coordinate the WREC aquatics program including, but not limited to, student staff supervision, program development, risk management assessment and implementation, safety classes and training. The Aquatics Coordinator is also responsible for performing and/or securing the appropriate maintenance, repair, and upkeep of the pool (including chemicals), associated equipment, and pool deck. |
| ESSENTIAL FUNCTIONS | * Coordinate the recruitment, selection, training, scheduling, supervision and evaluation of lifeguards and other aquatics program staff. * Train staff as needed. This includes lifeguard monthly in-service curriculum and verbal or physical audits. Maintain documentation as required. * Develop safety program for both campus community and WREC staff. Classes to include, but not limited to, CPR, AED, First Aid, Lifeguarding, and swim lessons. Regularly evaluate program needs in consideration of customer feedback and industry trends. * Develop aquatic programming to include, but not limited to, competitive special events, social events, Wildcat Welcome Week activities, events supporting other WREC and campus programming, and collaborations with University Housing, Adventure Outings, WREC Fitness, and the Intramurals and Sport Clubs departments of Recreational Sports. * Collaborate with AS Marketing and AS Operational Programing Services to develop and market aquatics programs. * Regularly evaluate program needs in consideration of customer feedback and industry trends. * Develop and maintain training and procedural manuals for lifeguards and safety instructors. * Assist in representing WREC staff and Associated Students (AS) in contacts with the campus community, the public, and contractors involved with construction, repair, and renovation projects. * Responsible for managing certifications database of supervised employees. * Serve as Red Cross liaison on behalf of the WREC. * Perform routine preventative maintenance of pool and related equipment, including but not limited to, pool deck cleaning, tile cleaning, pool chemistry, pool temperature, pool cleanliness, chemical purchasing, periodic cleaning and maintenance of back-of-the-house operational equipment. * Regularly assess pool, pool deck and back-of-the-house conditions. Collaborate with AS Facilities to perform or secure equipment repairs as needed and plan for equipment replacement. * Serve on AS and campus committees as appropriate. * Other duties may be assigned. |
| POSITIONS DIRECTLY SUPERVISED | Student staff including Lifeguards, Safety Instructors, and Head Lifeguards. |
| TYPICAL WORKING CONDITIONS | Work is performed in an office, outdoors, and equipment room environments. Exposure to outdoor elements, wet surfaces, moderate to loud noise levels, dust, heat, and toxic substances; exposure to electrical and mechanical equipment; contact with staff, vendors, outside contractors, and the campus community. Hours of this position can vary based on business needs. |
| TYPICAL PHYSICAL REQUIREMENTS | *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*  Stand and walk for extended periods; swim (test required); manual dexterity and eye-hand coordination; lift and move objects weighing up to 60 lbs.; verbal and written communication; reach, grasp, stoop, kneel, crouch, crawl, and climb. Ability to move throughout and between different departments and facilities in the organization. |
| tRAVEL REQUIREMENTS | Position may travel annually to conferences out of state. Occasional local travel for trainings and work-related errands. |
| KNOWLEDGE, SKILLS, AND ABILTIES REQUIREMENTS | * Principles, practices, and procedures of aquatic facility management, aquatic programming, and safety class instruction. * Swim to the standards of American Red Cross Lifeguarding pre-requisites. * Handling and storage of hazardous materials. * Aquatic safety standards. * Philosophy and purposes of campus recreation. * Safe work standards and practices. * Principles of supervision, employee development, and performance evaluation. * Direct the planning, organization, and supervision of the aquatic functions of the WREC. * Select, supervise, coordinate, train, and evaluate staff. * Monitor aquatic equipment and chemical budgets. * Follow oral and written instructions and effectively delegate to staff. * Develop and implement procedures in the areas of lifeguarding, preventative maintenance, and safety courses. * Organize data, maintain records and prepare reports. * Use a computer and applicable software in the performance of position’s management responsibilities. * Develop and maintain effective working relationships with co-workers and the campus community. * Work well under pressure, meeting multiple and sometimes competing deadlines. |
| MINIMUM EDUCATION and EXPERIENCE REQUIREMENTS | * One (1) year full-time or part-time equivalent experience in aquatics facility management and programming. * One (1) year full-time or part-time equivalent supervisory experience in aquatics/pool facility. * Graduate assistantship or post-graduate internship experience may be substituted. |
| PREFERRED REQUIREMENTS | * Bachelor’s Degree in recreation administration, physical education, kinesiology/exercise science, business administration or related field. * Aquatic experience in a campus fitness/recreation setting. * Pool maintenance experience. Current CPO/AFO Certificate. * Current Red Cross Instructor Certificate in Red Cross CPR, AED, First Aid, Lifeguarding, and First Aid for Public Safety Personnel (Title 22). Current base level certification in American Red Cross Lifeguarding and First Aid for Public Safety Personnel (Title 22). |
| SPECIAL REQUIREMENTS | * Post offer pre-employment physical required. * Post offer pre-employment swim test to include American Red Cross Lifeguarding pre-requisites. * Possession of or ability to obtain within 60 days of hire, current American Red Cross Lifeguarding Instructor and First Aid/CPR/AED Instructor Bridge. * Possession of or ability to obtain within 60 days of hire, current base level certification in American Red Cross Lifeguarding and First Aid for Public Safety Personnel (Title 22) * Possession of or ability to obtain within 60 days of hire, a current CPO/AFO Certificate. * Satisfactory completion of a background check (including a criminal records check) is required for employment. Associated Students will make a conditional offer of employment which may be rescinded if the background check reveals any disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current Associated Students employees who apply for the position. |
|  |  |

**I have reviewed this job description. I understand and acknowledge the requirements and essential functions of the position.**

**Employee**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_