

SUNRISE RECREATION AND PARK DISTRICT CLASSIFICATION SPECIFICATION

JOB TITLE: Aquatics Coordinator –
 (Hourly Intermittent; 1,000-Hour,
 Temporary)

DIVISION: Recreation and Community Services

CLASS DEFINITION:

Assists with the planning, implementation, coordination and supervision of a variety of District recreation programs and services such as: aquatics, adult sports, senior activities, youth sports, daycare programs, special interest classes, and special events; assists with recruitment, selection, and training of seasonal staff and volunteers and prepares performance evaluations for part-time staff; administers contracts and payroll for contract instructors and reviews and evaluates course content to ensure compliance with contract requirements; conducts research and prepares reports, schedules, spreadsheets and other administrative materials; maintains a variety of administrative records and files; collects and accounts for program and event registration fees and uses the District's registration software to register participants; develops and distributes press releases, public service announcements and other marketing materials to promote assigned programs; responds to requests for information pertinent to District recreation programs and services and related policies, procedures, schedules and fees and independently resolves customer issues and complaints or refers for resolution to appropriate District staff; if assigned to Aquatics, may provide specialized skills training; performs special projects as assigned and related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Aquatics Coordinator classification are temporary employees, and this temporary assignment does not confer regular or permanent status. Employees may apply for other District positions for which they qualify. Hours of work vary based on programmatic workload; however, incumbents are not permitted to work more than 1,000 hours in a calendar year. Incumbents perform a variety of administrative and staff support functions that require strong organization, effective communication and problem-solving skills and the ability to work with minimal guidance and supervision.

SUPERVISION RECEIVED/EXERCISED:

The Aquatics Coordinator classification receives general supervision and from a Recreation Services Manager and/or Senior Recreation Coordinator within a framework of standard policies and general objectives. Incumbents serve as a lead worker for part-time Recreation Staff and provide oversight to programmatic operations and functional training to program staff and volunteers.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Assists with the planning, organization, development, implementation, supervision and coordination of assigned recreation programs and services; and provides input to the development of program and operational policies and procedures
- Assists with the recruitment, selection, and training of seasonal staff and volunteers; evaluates performance of part-time District staff; and provides direct supervision for program activities and seasonal and part-time program staff
- Administer contracts and payroll for contract instructors and part-time staff and reviews and evaluates course content to ensure compliance with contract requirements
- Ensures the safety, security, cleanliness and orderliness of recreation facilities; notifies the Recreation Services Manager or Senior Recreation Coordinator of problems encountered with site maintenance and recommends and implements appropriate solutions; orders supplies as needed for aquatic and recreation facilities
- Collects and accounts for program and event registration fees and uses the District's registration software to register program and/or event participants
- Responds to requests for information relative to District recreation programs and services, policies, procedures, schedules and fees and independently resolves customer issues and complaints or refers for resolution to appropriate District staff
- Develops and distributes social media posts, public service announcements, flyers and other marketing materials to promote designated recreation programs
- Performs a variety of administrative tasks in support of assigned recreation programs including: performing research, preparing scheduled and ad hoc reports, schedules, spreadsheets and other administrative materials and the maintenance of a variety of program files and records
- If assigned to Aquatics, may provide specialized skills training such as Lifeguard and Instructor/Aide training; promotes and enforces water safety procedures; performs swimming rescues and provides first aid, CPR and emergency care as needed
- Perform special projects as assigned and other job-related duties as required

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- Coordinates the distribution of staff uniforms and equipment
- May represent the District's recreation programs to community groups

EMPLOYMENT STANDARDS:

Education and Experience Guidelines:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

- Equivalent to the completion of the twelfth (12th) grade and two (2) years of responsible experience performing program coordination and/or staff support to public recreation services and programs. Some advanced educational training in physical education, public recreation planning and administration or a closely related field is highly desirable

Knowledge of:

- Principles, practices and procedures of planning and supervision of recreation and/or aquatics programs and services.
- Effective and appropriate public contact and telephone techniques.
- District policies, procedures, operations and programs
- Laws, rules and regulations relative to recreation programs and services.
- Personal computer operation and standard office software applications.
- Filing methods and recordkeeping systems to effectively maintain a variety of administrative records.

Ability to:

- Assist with the planning and implementation of assigned recreation programs, services and events to meet the needs of the community.
- Coordinate and lead the staff, operations and activities of assigned recreation programs.
- Assist with the recruitment, selection, training, leading and evaluation of staff.
- Analyze problems, identify alternative solutions and potential consequences and take appropriate corrective action.
- Interpret and explain District and program policies, rules and procedures.
- Effectively communicate, both orally and in writing.
- Research and develop effective marketing materials and a variety of program schedules and administrative materials.
- Establish and maintain a variety of administrative records, files and reports.
- Effectively operate a personal computer and other standard office equipment.
- Establish and maintain effective working relationships with those contacted during the performance of work duties and responsibilities.
- Perform the essential functions of the position, with or without reasonable accommodation.

Licenses/Certification Required:

- A valid class C California Driver's license and a satisfactory driving record
- A current American Red Cross First Aid for certificate, or ability to obtain certificate within the first three months of employment.

This assignment to the Aquatics program requires possession of:

- A current American Red Cross Water Safety Instructor (WSI) certificate is desirable
- A current American Red Cross Lifeguard Training (LGT) certificate.
- A current American Red Cross CPR for the Professional Rescuer with AED, Oxygen and First Aid for Public Safety Personnel (Title 22) certificate.
- A current American Red Cross Lifeguard Instructor (LGI) certificate, or ability to obtain certificate within the first six months of employment.
- A current Certified Pool Operators (CPO) or Aquatic Facility Operator (AFO) certificate, or ability to obtain certificate within the first six months of employment

WORKING CONDITIONS:

Environmental Conditions:

On a daily basis, the essential duties of this job are performed in a temperature-controlled office environment and frequently, dependent upon program assignment, in a recreation facility or in an outdoor environment on slippery wet surfaces and ladders with exposure to varying climate and temperature conditions, dust, constant loud noise and with continuous contact with program/event participants and District staff. Incumbents frequently travel in a vehicle to various program sites and may be required to set up booths, move furniture and carry supplies and equipment for special events.

Physical Conditions:

On a daily basis, the essential duties of an Aquatics Coordinator require the ability to: sit for extended periods; twist to reach files and equipment; walk from site to site; use hands and arms to reach in any direction; have finger dexterity to operate computer and other office equipment; speak to verbally exchange ideas and information; hear to receive detailed verbal information and instruction; see to view objects within one foot to arm's length and to differentiate basic colors and shades of color. Incumbents frequently lift, carry, push, pull, and grasp a variety of objects weighing up to 10 pounds. Occasionally, incumbents must be able to feel the attributes of objects by touch; climb, stoop, kneel, crouch, and stand; and maintain body equilibrium to prevent falling on, slippery surfaces (frequently if assigned to Aquatics).

OTHER:

FLSA STATUS: Non- Exempt, Temporary, At-Will Employment

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disabilities Act (ADA), with or without reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

Approved: February 16, 2012

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