

## Assistant Coordinator - Aquatic Center

### Purpose Statement

The job of Assistant Coordinator - Aquatic Center is done for the purpose/s of providing supervision of aquatic center staff; providing instructor development and training; assisting with scheduling of activities; providing and/or supervising maintenance services as assigned; ensuring an attractive, sanitary and safe swimming pool/facility for students, staff and public; performing a variety of special cleaning and sanitizing operations; assisting in preparing facilities for special events; and complying with health and safety requirements.

This job reports to Aquatic Center Coordinator

### Essential Functions

- Assists in scheduling of classes, programs and rentals (e.g. Aquatic classes, lifeguard training, scuba, swim parties, etc.) for the purpose of providing efficient use of the Aquatic Center.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Compiles payroll information related to work assignments for the purpose of providing required documentation and/or processing information.
- Develops design of courses for the purpose of facilitating learning and ensuring compliance with established guidelines.
- Inspects swimming pools, decks, mechanical equipment, etc. (e.g. diving board, starting blocks, emergency equipment, etc.) for the purpose of ensuring that pool area is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs.
- Maintains appropriate financial records (e.g. deposits, records, receipts, bills, invoices, etc.) for the purpose of ensuring the accuracy and timely completion of transactions.
- Maintains pool (e.g. chemical storage, chemical balance, etc.) for the purpose of complying with mandated safety and health requirements.
- Maintains records (e.g. chemical logs, hazardous materials inventory, etc.) for the purpose of providing an up-to-date reference trail and/or complying with mandated requirements.
- Oversees pool operators, life guards, and water safety instructors for the purpose of providing guidance and direction in the completion of their work functions in accordance with established standards.
- Oversees website/s and homepage/s (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.
- Performs minor repairs to equipment, fixtures, etc. for the purpose of maintaining a safe operating condition.
- Prepares purchase orders for the purpose of ensuring the availability of supplies as needed.
- Prepares swimming facility for scheduled activities (e.g. tests hand rails, inspects pool and deck, checks chemicals, etc.) for the purpose of ensuring a safe operating condition.

- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently and within budgetary limits.
- Responds to inquiries from students, staff, public, local health department, etc. for the purpose of conveying information regarding swimming pool operations.
- Stocks chemicals and other supplies for the purpose of maintaining adequate quantities and security of items.

**Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating pool maintenance equipment; and handling hazardous materials.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: pertinent codes, policies, regulations and/or laws; and pool equipment/mechanics.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; adhering to safety practices; and maintaining records.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 40% walking, and 20% standing. The job is performed under temperature extremes and in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

**Continuing Educ. / Training**

Maintains Certificates and/or Licenses

**Certificates and Licenses**

Lifeguard and/or Instructor Certification

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

