



Tahoe Donner Association Job Description

Job Title: Aquatics Coordinator
Department: Trout Creek Recreation Center
Reports To: Recreation Manager
FLSA Status: Nonexempt
Salary Level: Seasonal
File Name: Aquatics Coordinator
Prepared Date: 04/02/2008, revised 2/13/10

SUMMARY

The Aquatics Coordinator is responsible for overseeing the recreation swimming pools of the Tahoe Donner Association. The Aquatics Coordinator is the primary supervisor for the lifeguard and swim instructor staff and is responsible for the health and safety, training, motivation, and coordination of the aquatics staff. In addition, the Aquatics Coordinator will organize and contribute in instructing all levels of Red Cross swim lessons, including registration, correspondence, and instructor training.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides excellent customer service to customers, employees and business partners.

Hires, orients, trains, directs, motivates, evaluates, and disciplines all assigned staff and oversees work schedules in accordance with Association policies.

Maintains current knowledge, implements and enforces Association policies, procedures, rules and regulation.

Assists in the development and recommendation of annual operating budget for assigned area of responsibility.

Corresponds with appropriate entities to ensure compliance with American Red Cross, State and Federal pool and certification requirements.

Develops and implements appropriate incident reporting techniques including emergency action plan with the Risk Manager.

Promotes a positive work environment with group cohesion.

Responsible for inventory control including purchasing and maintaining equipment and uniforms.

Conducts weekly meetings for training and to address safety issues.

Attentively monitors the pool area for accidents in or out of the water, hazards, debris and trash.

Opens and closes pool facilities including removing and replacing pool covers. Ensures pool equipment is in proper working order and in its place prior to opening facility.

Performs rescue operation in accordance with American Red Cross training standards if necessary.

Resuscitates rescued bathers; administers first aid to the injured if necessary.

Tests pool chemicals in accordance with predetermined schedule.

Will be required to schedule self to lifeguard.

Attends mandatory meetings with Trout Creek Managers.

Guides employees in proper teaching methods.

Coordinates lesson registration with members and other employees ensuring accuracy of information.

Assists Trout Creek Manager and Assistant Manager to compile hours worked and commissions earned for assigned staff to be submitted to accounting in a timely manner.

May be required to substitute and/or teach group or private swim lessons.

Provides lesson plan ideas and instruction guides to employees.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree (A. A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer is required

Current American Red Cross Lifeguard Certification is required.

First Aid Certification is required.

Water Safety Instructor certifications required.

Lifeguard Instructor and/or WSI Instructor Trainer certification is not required but desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Communicates with peers on a professional level.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Read Ph and chlorine levels. Take and measure pool chemicals.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and swim. The employee frequently is required to walk, sit, and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions, extreme heat, and outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

SUPERVISORY RESPONSIBILITIES

Directly supervises 10 to 12 lifeguards and swim instructors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Scheduling, teaching lessons, guarding and filling in wherever necessary.