

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB384 Aquatics Coordinator
POSITION #/TITLE: 2136 Aquatics Coordinator	Adopted: 09-99
	Revised: 01-08

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Aquatics	Manager Level: Non-Manager
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 07
Reports To Position #/Job Code #/JC Title: 0760/NB143/Parks & Recreation Program Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Manages Bender Pool operation, program and staff and supports general aquatics operation.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of seasonal/hourly staff and volunteers.

Examples of Essential Work (Illustrative Only)

Assumes full responsibility for the safe and efficient operation of pool;
 Supervises work and assigns duties of pool personnel;
 Hires, trains, and evaluates seasonal staff;
 Handles patron concerns and problems of discipline;
 Promotes good relations with general public and any other groups using the pool;
 Promotes good working relations among staff;
 Prepares and inputs seasonal staff payroll;
 Prepares, maintains and submits any records or reports of pool operations as required;
 Responsible for monitoring and remaining within program budget boundaries;
 Accounts for and deposits pool funds;
 Monitors and controls pool chemical levels within regulations;
 Oversees all aquatic programs occurring at the site;
 Assists with general aquatic operations;
 Administers first aid and CPR;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of requirements of pool programming;
 Knowledge of pool rules and regulations;
 Knowledge of daily pool operations, care of equipment and pool water chemical requirements;

Ability to schedule and supervise staff in an efficient and effective manner;
Ability to deal with public in a tactful, courteous and effective manner;
Ability to administer first aid and CPR;
Skill in organizing program records and activities;
Skill in handling, accounting for and depositing pool funds;
Skill in preparation and analysis of records and forms relative to pool operation;
Skill in lifeguarding and swimming techniques;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Leisure Studies or related field; and
Strong aquatics background and experience; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

American Red Cross Lifeguarding Certification, Water Safety Instructor (WSI), CPR-P. Lifeguarding Instructor Certification is required.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to review a wide variety of written correspondence, reports and related material;
Sufficient manual dexterity which permits the employee to operate computerized equipment.
Sufficient personal mobility which permits the employee to work throughout various locations, both indoors and outdoors.