

Aquatic Coordinator Job Description

Purpose: The Aquatic Coordinator facilitates and supervises all Turner Aquatic Center (TAC) activities, programs, and lessons; supervising all staff and facility operations. Develops, maintains and initiates emergency response plans, trainings, and systems. To accomplish these tasks, the Aquatic Coordinator works closely with the staff and administration of the District.

Responsible to: Executive Director of Administrative Services/THS Principal

Payment rate: Salary and benefits established by the Board of Education

Qualifications:

1. Bachelor's Degree; specialized education/training in work-related disciplines.
2. At least one-year experience in pool operations, lifeguard staff development, and aquatic programming.
3. Experience in supervision of personnel.
4. Basic computer knowledge.
5. Communicate well, both orally and in writing.
6. Strong Customer Service Skills.
7. Must meet all state and national requirements for pool operations.
8. Current (R 2002) Lifeguard Training Instructor (including basic certificates in life guarding, first aid and CPR for the Professional Rescuer). Water Safety Instructor certification or related experience with swim lessons and water fitness programs.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Plan and schedule the operation of the TAC to ensure all stakeholders utilize and enjoy the full advantage of TAC and Turner Recreation Commission (TRC) aquatic programs/activities.
- b. Ensure the daily monitoring by staff of pool revenue, attendance, accidents and/or incidents, air and water temperature, chlorine and acid content, and promptly submits reports documenting these factors.
- c. Interpret written instructions and manuals.
- c. Communicate effectively with all members of the school district and community to solve problems related to the TAC or participating programs occurring at the TAC.
- d. Well-developed interpersonal skills with the ability to get along with diverse personalities in a tactful and professional manner.
- e. React to change productively and handle other tasks as assigned.
- f. Have knowledge of aquatic management systems/software/websites.
- g. Appropriately operate all aquatic equipment as necessary.
- h. Plan and conduct in-service training and rescue drills for staff.
- i. Create and manage a budget, staffing, and program recommendations.
- j. Publicize and promote all TAC programs.
- k. Support the philosophy and mission of USD 202

2. Physical Requirements/Environmental Conditions:

- a. Sit and/or stand for prolonged periods.
- b. Manually move, lift, carry, pull, or push heavy objects or materials.
- c. Ability to manually lift a maximum of 60 pounds.
- d. Stoop, kneel, crawl, bend, turn, and reach, climb and balance.
- e. Requires lifeguard training instructor certificate, Water Safety Instructor certification or related experience with swim lessons programs (including basic certificates in life guarding, first aid and CPR for the Professional Rescuer).
- f. Swim well enough to maintain required certificates.
- g. Requires a minimum level of cardiovascular fitness to teach water fitness classes.
- h. Work indoors and outdoors year-round.
- i. Work in noisy, crowded, stressful environments.
- j. Work in and around dust, fumes, and odors.
- k. Manage physical and emotional stress.
- l. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

1. Ensure all TAC and activities comply with all federal, district polices, rules and regulations.
2. Establish and enforce department policies and procedures.
3. Watch for unsafe conditions or practices and recommend corrective action.
3. Project needs for the TAC facility, services, and prepare the operational budget.
4. Establish aquatic schedules and assign regular and substitute staff.
5. Hire, assign, train, and evaluate TAC employees.
6. Ensure TAC facilities are properly maintained.
9. Ensure the TAC is inspected prior to each activity.
12. Notify direct supervisor and Business Services of any accident or incident that involves a water rescue, health incident, accident, property damage, or any matter that could result in parent or media interest.
13. Check inclement weather conditions and recommend cancellation or delay of operation due to weather or road conditions.
14. Keep abreast of new information, innovative ideas, and techniques.
15. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
16. Keep records and student, family, employee information confidential.
17. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor or Division of Children and Families.
18. Other duties as assigned by the Executive Director of Administrative Services, which are consistent with the general requirements and essential functions of the position.

Terms of Employment: 12 Months (251 Days)

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved:
DRAFT