CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE:	**Recreation Coordinator/Aquatics**	**UNION:1937**
		SG:109
CLASS TITLE:	**Education Programs and Activities Coordinator**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4CODE:PP**
	Aquatics	

JOB SUMMARY:

Plans, organizes and coordinates a variety of aquatics activities for all age and ability groups at the Aquatics Center and city-owned beaches. Activities include, but are not limited to, swim lessons, open swims, and special events, as well as co-sponsored community group programs. Coordinates use of Aquatics Center, as well as assists in supervision of the facility. Leads and directs extra labor employees, volunteers and interns assigned to the Aquatics Center and outside water beaches. Assists Aquatics Manager with promotion and publicity of the City's aquatics programs.

SUPERVISORY RELATIONSHIP:

Responsible to the Aquatics Manager. Works independently under general direction and supervision. Trains, schedules, provides spot reviews and daily direction for Recreation Instructors, Aquatics Leaders, Main Cashiers, extra labor employees, interns, volunteers and other personnel as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, schedules and teaches aquatic activities for all age and ability groups including persons with disabilities. Tasks include: program planning, preparation, and initiation; compiling and submitting monthly reports on program participation; teaching individuals and classes; program evaluation.

2. Assigns, schedules, coordinates, provides training, direction and spot reviews to Recreation Instructors, Aquatics Leaders, Main Cashiers, extra labor employees, interns, volunteers and other personnel assigned to work at the Aquatics Center and outside water beaches. Supervises clerical staff in program registration/public information in the absence of the Aquatics Manager. Reviews work and handles minor performance problems. Notifies Aquatics Manager of serious performance concerns. Assists in the hiring process. Acts as back-up for coordination of time sheets and time administration.

3. Works with Aquatics Manager to increase program offerings and facility utilization. Assists in promotion and publicity of programs and facility availability, as well as providing information regarding policies and procedures on the use of aquatic recreational areas. Plans, implements, and supervises year-round, community-wide aquatic programs for youth and adults which provide a variety of aquatic recreation experiences; and directs the preparation of event publicity.

4. Creates and maintains staff and program schedule at Aquatics Center; suggests changes to program schedule; maintains records of Aquatics Center daily use; compiles and submits monthly reports on facility usage to Aquatics Manager; assists Aquatics Manager with facility supervision.

5. Maintains ongoing inventory of recreation equipment needed for various aquatic programs. Identifies and requests supplies to meet program needs.

6. Maintains and balances chemical levels to stay within Washington State Department of Health guidelines; perform preventative maintenance; clean pools when contaminated.

ADDITIONAL WORK PERFORMED:

1. Performs related duties as assigned within the scope of this classification.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Ability to create, design and lead a variety of aquatics activities for all ages and capabilities.
- Strong interpersonal skills to work with and motivate a wide variety of participants.
- Strong leadership skills including the ability to plan, organize, and problem-solve.
- Supervisory and staff training skills.
- Good oral and written communications skills.
- Ability to work independently or as part of a team.
- Willingness to work flexible hours including evenings and weekends.
- Adequate physical ability to perform the essential functions of the job.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is performed year-round at the indoor Aquatics Center and outdoors during the summer months at city-owned beaches. Employee works a flexible schedule which may include evening hours and weekends. On occasion, must be able to provide own transportation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of one year experience in an aquatics program leadership role required.
- Previous experience in scheduling and coordinating activities required.
- Previous experience with facility supervision preferred.
- Previous supervisory experience preferred.
- BA in recreation or closely related field desired.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess the following certifications at time of hire and maintain currency throughout employment: American Red Cross Water Safety Instructor, Lifeguard Training Instructor, Lifeguard Training, Administering Emergency Oxygen, Bloodborne Pathogen Training, First Aid and CPR for the Professional Rescuer.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Valid Washington State driver's license and good driving record. Candidate must submit driving record abstract at time of hire.
- Must pass pre-employment drug screening.
- Must pass a pre-employment skills test.

- Knowledge of water chemistry

PREPARED BY: Dick Henrie
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Darlene McLeod
6/95

REVIEWED BY: _____
Paul Leuthold
Parks and Recreation Director

REVISED BY: Holt Consulting
7/00
Lori Jacobson
1/07
J. Shields
R. Mueller
10/10

TITLE CHANGE: 7/97

COMMISSION ALLOCATION: Allocated to Recreation Leader (now Coordinator) Classification 6/95
Allocated to the Education Programs and Activities Classification April 10, 2002.