



## **ASSISTANT AQUATICS COORDINATOR Job Description**

**Department:** Parks & Recreation  
**Reports To:** Aquatic Manager  
**FLSA Status:** Non-Exempt  
**Classification:** A12-AQ  
**Location:** Angleton Activity Center

### **SUMMARY**

The part-time Aquatic Coordinator performs public water safety and recreational work by supervising and enforcing regulations at aquatic facilities.

**\*\* This position is safety sensitive and is subject to random drug and alcohol screening.**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The statements below are intended to describe the general nature and level of work being performed by individual(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. The position description is subject to change by the city as the needs of the city and requirements of the position change.

- Assists in the supervision of seasonal, part-time, and head lifeguards, and swim instructors
- Acts in the position of lifeguard as deemed necessary at indoor and outdoor pool
- Performs pool maintenance; adjusts chemicals and water balancing; monitors daily pool chemical log and circulation system
- Assists in recruiting, training, and orientating staff
- Manages high stress and emergency situations
- Directs communication with customers, staff, and supervisors
- Provides a direct line of continuous communication with recreation supervisory staff
- Enforces City and facility(s) policies, rules, and regulations
- Completes facility safety inspections and corrections as needed
- Daily maintenance of pool and circulation system
- Provides daily maintenance of pool and circulation system
- Acts in a safe manner always
- Assist with the programming and operations of swim lessons and other aquatic programs
- Ability to follow and give oral and written instructions.
- Ability to perform a variety of tasks simultaneously or in rapid succession.
- Perform any other duties as assigned

## **QUALIFICATIONS**

- Ability to swim 500 yards without stopping, and tread water for 1 minute without using hands; rescue skills required
- Knowledge of pool operations
- Ability to work well with public, customers, and staff
- Ability to work flexible hours including weekends and holidays Ability to supervise the work of others
- Ability to understand and enforce City policies; understand rules, regulations and policies of the City Parks and Recreation Department
- Must have experience in lifeguarding
- Knowledge of proper rescue techniques and ability to identify proper rescue equipment

## **EDUCATION, EXPERIENCE AND TRAINING (Certification/Licensure):**

The preferred way to obtain the minimum knowledge, skills, and abilities to perform the essential duties and responsibilities of this position are listed below. The City reserves the right to allow substitutions in the event a candidate or incumbent exceeds requirements in one area but may be deficient in another.

High School Diploma, GED, or equivalent.

Three (3) years of aquatic management, lifeguarding, or related field.

## **Certificates, Licenses, and Designations**

Red Cross Lifeguard; Red Cross CPR/AED for Professional Rescuer; Red Cross WSI Instructor (or obtain within 3 month); Red Cross Lifeguard Instructor (or obtain within 3 months); CPO or AFO (or obtain within 3 months).

## **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 position. Reasonable accommodations may be made to enable individuals to perform the essential functions.

This position is frequently required to talk; speak, hear and listen; ability to hear over in a loud atmosphere over the telephone; stand; walk; sit, reach with hands and arms; climb or balance; stoop; kneel; crouch; crawl; and use hands to finger, handle, or feel. Regularly required to lift and/or move up to 25 pounds and occasionally required to lift and/or move up to 50 pounds. (This amount could be more if performing personal training, lifting a body from the water, and the person would be required to ask for assistance if needed).

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.



## **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 to perform the essential functions.

Frequently exposed to wet damp areas, and loud noise levels.

*The City of Angleton is an Equal Opportunity Employer.*