



City of Temple Job Description

Title: Program Coordinator – Aquatics
Department: 32 – Parks and Recreation
Pay Grade: 116
FLSA: Exempt
Reports To: Recreational Services Superintendent
Prepared Date: 9/2020

Drug Test
Physical Examination

SUMMARY

Under general supervision of the Recreation Superintendent, directs all the city's aquatic facilities operations and programs. Plans, organizes, implements, coordinates, evaluates, and supervises services, programs, activities, and special events of the aquatic facilities within the city's Recreation Division. Oversees daily operations of multiple aquatic facilities to include staffing, maintenance, operational budget, and recreation programming for a wide variety of age groups within the city. Must be able to work flexible schedules, supervise staff, keep records, maintain equipment and supplies and work with the public. Follow all administrative, financial, and safety policy and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Note: The listed duties are illustrative only and are not intended to describe each function which may be performed in the job class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

- Develop, implement, and supervise a diversified aquatics program for all ages in accordance with community needs; ensures programs are monitored and evaluated.
- Plan, direct, and supervise both staff and volunteers in the conduct of daily open swim, instructional programs, and special events. **30%**
- Prepare and maintain adequate inventory and upkeep of all operational equipment. Make periodic safety inspections. **10%**
- Organize, train and certify aquatic personnel for Lifeguard, Water Safety Instructor, and Lifeguard Instructor Certifications. Coordinate and maintain scheduling of aquatic facilities and needed classroom space for instructional courses. **5%**
- Supervise aquatic facility staff including Assistant Aquatics Coordinator, Pool Managers, Assistant Pool Managers, Water Safety Instructors, Lifeguard Instructors, Lifeguards, Food and Beverage Attendants, Cashiers, and contracted instructors.
- Manages personnel, equipment, facilities and finances assigned to the department, including hiring, ensuring training for, reviewing performance, scheduling of work, disciplinary action and dismissal of staff members. **20%**
- Work in partnership with Marketing and Communications Department to create graphics, advertising materials, and promote aquatic events. **10%**
- Direct the development and implementation of goals, objectives, policies and priorities.
- Identify opportunities for improving service delivery methods and procedures; identifies resource needs' reviews with appropriate staff implements improvements.
- Ensures or delegates that daily, weekly, and monthly attendance records are prepared/maintained for class meetings and day visits for facility use or daily visits.
- Monitor and assist program registration and computer input to include, but not limited to, cancellation refunds, transfers and contract payroll.
- Supervise and administer facility booking in conjunction with administrative staff.
- Purchase and maintain supplies and equipment for aquatic facilities. Supervise schedule of maintenance and repair for aquatic facilities and equipment.

- Ensures that safety inspections are conducted and documented, initiates corrective action as necessary.
- Provides assistance to staff as back up if/when needed.
- Evaluates employees' job performance and makes recommendations for improvement.
- Prepares staff timesheets and assures accuracy.
- Address customer service issues related to employee performance and facility conditions at multiple aquatic facilities.
- Plan, implement, and supervise and comprehensive swimming lesson program.
- Create, develop, and implement safety training for aquatic personnel.
- Handles/manages emergency situations
- Creates, develops and implements operational manuals related to safety and aquatic facility operations.
- Manage RecTrac Computer Program System. 5%
- Ensure all City financial policies, procedures and controls are followed. 5%
- Develop and support special events and activities. 15%
- Accept, receive and collect payments.
- Prepare and process purchase orders.
- Oversee inventory and property management.
- Make recommendations that impact the department budget.
- Manage the budget within the assigned division and department.
- Perform other duties as assigned.
- This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities required of the employee.

KNOWLEDGE, SKILLS AND ABILITIES: (Note: The knowledge, skills, and abilities identified in this class specification represent those needed to perform the duties of this class. Additional knowledge, skills and abilities may be applicable for individual positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Ability to Behave Ethically by demonstrating integrity, dependability and professional maturity; understand ethical behavior and business practices and ensure behavior aligns with the values of the organization.
- Punctuality and regular attendance are required.
- Knowledge of aquatic programming preferred.
- Ability to operate small office equipment, including copy machines or multi-line telephone systems.
- Ability to operate a computer for data entry, word processing and / or accounting purposes.
- Ability to create and guide implementation of capital improvement plans or programs.
- Ability to read professional magazines, operational manuals, association guidelines, newspapers (to check for accuracy in articles for activities), policies, and procedures manuals.
- Ability to compose memos, rules and regulations, grants, budget, and miscellaneous reports, and press releases.
- Basic skills in math for review and control of budget and to figure participation reports.
- Ability to effectively deal with several problems at one time.
- Ability to train and monitor up to 75 volunteers and temporary employees.
- Ability to supervise and schedule the Assistant Aquatics Coordinators, Recreation Leaders, Recreation Assistants, aquatic employees and contract instructors.
- Ability to provide supervision of participants in programs or events.
- Ability to motivate staff to a continuous high-quality level of service.
- Ability to manage time and prioritize tasks.
- Ability to effectively interact and assist co-workers, volunteers and the general public in a courteous, tactful and diplomatic manner.

EDUCATION AND/OR EXPERIENCE

Bachelor's degree preferred; minimum Associate degree required with three years of experience in Parks and Recreation or a related field.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Class C driver’s license required.

Must have the following up-to-date certifications:

- American Red Cross Lifeguard
- First Aid/CPR/AED for professional rescuers
- Water Safety Instructor
- Lifeguard Instructor

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.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	x	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward. Up to 50 lbs.	x
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	x	Reaching – extending hands or arms in any direction.	x
Crawling – moving about on hands, knees, or hands, feet.	x	Repetitive Motion – substantial movements of wrists, hands, fingers.	x
Crouching – bending body forward by bending leg, spine.	x	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	x
Feeling – perceiving attributes of objects by touch with skin, fingertips.	x	Standing – for sustained periods of time.	x
Fingering – picking, pinching, typing, working with fingers rather than hand.	x	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	x
Grasping – applying pressure to object with fingers, palm.	x	Talking 1- expressing ideas by spoken word	x
Handling – picking, holding, or working with whole hand.	x	Talking 2 – shouting to be heard above ambient noise.	x
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	x	Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.	x
Hearing 2 – receive detailed information, make discrimination in sound.	x	Visual Acuity 2 - color, depth perception, field of vision.	x
Kneeling – bending legs at knee to come to rest at knees.	x	Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.	x
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. Up to 100 lbs.	x	Visual Acuity 4 - operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	x	Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	x
Pulling - use upper extremities to exert force, haul or tug. Up to 225 lbs.	x	Walking - on foot to accomplish tasks, long distances, or site to site.	x

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.

Extreme temperatures and humidity. Work in well-lighted air-conditioned building, outdoors in a variety of weather conditions during the daylight and at night. May come in contact with pool and cleaning chemicals.

I have reviewed this job description and its attachments and find it to be a fair description of the demands of the job.

_____ Employee Name (please print)	_____ Employee Signature	_____ Date
_____ Supervisor Name (please print)	_____ Supervisor Signature	_____ Date
_____ Division Director Name (please print)	_____ Division Director Signature	_____ Date
_____ Department Head Name (please print)	_____ Department Head Signature	_____ Date
_____ HR Representative Name (please print)	_____ HR Representative Signature	_____ Date

If job description is updated or revised, once finalized by HR, the employee, the employee's supervisor, as well as Division Director and Department Head must sign and date a copy of the revised job description. I have reviewed this job description and its attachments and find it to be a fair description of the demands of the job.