

# CITY OF PULLMAN, WASHINGTON

## CLASS SPECIFICATION

### AQUATICS PROGRAM COORDINATOR

2315

#### GENERAL PURPOSE:

Plans, organizes, implements, and supervises a comprehensive city-wide aquatics program.

#### CLASSIFICATION SUMMARY:

The Aquatics Program Coordinator position is responsible for program planning, leadership and supervision work for city-wide aquatics programs that meet public demand and department goals and objectives for the City's indoor and outdoor pools. Work involves the responsibility for recruiting and hiring employees and volunteers, determining the use of facilities, assigning and evaluating employees, developing and evaluating aquatic programs and regular, seasonal and volunteer personnel associated with aquatics and fitness programs. Work is performed under the general direction of the Recreation Superintendent who reviews work by on-site visits, staff meetings and informal discussions.

#### ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develops, organizes, implements and evaluates a comprehensive aquatics program for all age groups at the City's year-round indoor facility and seasonal outdoor facility; determines program needs through target group assessment; develops and implements new programs; reviews and evaluates program offerings.

Recruits, selects, assigns, trains and supervises the work of paid and volunteer personnel associated with the programs; conducts staff meetings and training sessions; evaluates the work of staff.

Works with community agencies and resources on the provision of services and coordination of existing programs; Promotes public use and awareness and public relations of aquatic and fitness activities; maintains contact with aquatics interest groups; plans and works with school officials to coordinate utilization of aquatics facilities.

Prepares, maintains and updates records and reports of plans, activities, attendance, supplies and other pertinent information; administers annual budget; recommends fees for programs; maintains records of daily water conditions and health and safety conditions; applies State guidelines and regulations governing the operation of aquatic facilities.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

Assists in determining the daily maintenance needs of aquatic facilities, including material and personnel needs.

#### OTHER JOB FUNCTIONS:

Perform other tasks as assigned.

**SELECTION FACTORS:**

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

**Knowledge of:**

- The principles, practices and philosophy of aquatics and public recreation in general;
- The methods, techniques, materials, equipment and safety precautions used in planning and organizing aquatic programs and facilities.

**Ability to:**

- Plan, organize and evaluate aquatic programs;
- Select, assign, training, supervise and evaluate the work of employees engaged in aquatic and fitness program activities;
- Coordinate various aspects of an aquatics program;
- Develop and implement a marketing plan for the Aquatic Center;
- Schedule events, promote citizen participation and estimate equipment needs;
- Communicate and express ideas effectively, both orally and in writing;
- Organize and provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Work flexible hours, including some evenings and weekends;
- Obtain first aid/CPR certificate within 6 months after hire date;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and safe driving record;
- Obtain a Certified Pool Operator certification within six months.

**MINIMUM QUALIFICATIONS:**

(Persons applying for a position of this class should have any combination of the following experience and training.)

Two years of progressively responsible experience as an aquatics manager or instructor or a related position in a public or private recreation program involving the planning and scheduling of aquatic activities; or substituting successful completion of college level course work in aquatic recreation, recreation, physical education or a related field for the desirable experience; or any equivalent combination of experience and training.

**TOOLS AND EQUIPMENT USED:**

Personal computer, telephone, fax machine, copy machine, and other aquatic facility equipment..

**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.)

While performing the duties of this job, the employee primarily works in a recreation aquatic facility. The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions and vibration. Aquatic programs may involved strenuous lifting, exposure to chlorine and other chemicals related to pool maintenance, exposure to moisture for sustained periods of time and walking on slippery surfaces. The employee must occasionally lift and/or move up to 50 pounds.

The noise level in the work environment is usually moderately quiet.

***The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.***

***The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.***

FLSA Classification: Non-Exempt

Adopted: 6/99, 12/01, 05/07