

Recreation Coordinator- Athletics/Aquatics

Dept/Div: Parks & Recreation

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate technical work managing Gatesville City Pool, training lifeguards, teaching swim lesson classes, managing and assigning duties to pool staff, assisting with planning, organizing, and directing recreation activities, and maintaining a safe workplace. Performs basic manual work maintaining the installation, construction, repair, maintenance and care of parks and related structures and equipment, and related work as apparent or assigned. Under general supervision of the Recreation Supervisor Athletics/Aquatics.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists in monitoring and evaluating continuous-improvement athletic/aquatics services to refine and increase service impact over time. Recommends action to recruit and select department personnel; assigns, trains and inspects the work of aquatic staff; recommends action to reward, discipline, coach, and counsel.

Assumes full management responsibilities of the Gatesville City Pool. Train, supervise and evaluate lifeguards/swim instructors. Implement staff schedules, lifeguard rotation schedule and daily assignments. Monitor activities, provide instructions and prevent accidents in the aquatics facility. Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire aquatics facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR, and other until arrival of emergency medical services.

Record and organize accurate records concerning attendance, accident/incident/injury reports, and schedules. Handle routine disciplinary issues and communicate with the Recreation Supervisor Athletics/Aquatics when necessary. Maintain a clean, safe and orderly facility.

Administer pump room procedures including chemical readings, balancing and filtration, and chlorine level records. Inspect facility regularly and report any unsafe conditions/equipment to supervisor or facilities manager immediately.

Assist with planning, attend and participate in all mandatory staff meetings and trainings. Promote aquatic programs and memberships. Maintain open communication with guests, participants and/or participants parents, and other aquatics staff.

Set up and clean up the facility daily. Operate and maintain the concession stand. Enforce all aquatics facility rules, policies, and procedures. Manage swim instructors during swim lessons. When necessary, instruct swimming lessons for participants of all ages. Maintain a professional appearance and demeanor, including abiding to uniform requirements.

Mows, sods, landscapes, plants, drags and trims parks and field areas as required. Marks, paints and prepares athletic fields for baseball/softball, football, soccer or other sports activities; assists with coordinating sports drafts, tournaments, leagues and special events. Complete additional duties assigned by supervisors.

Knowledge, Skills and Abilities

General knowledge of athletic and aquatic programs, equipment and techniques; general knowledge of rules, regulations, policies and procedures of the department; general knowledge of first aid practices; ability to maintain order in a public facility; ability to adhere to program standards and objectives outlined by superiors; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships with associates, legal and government officials, department heads, and the general public.

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Special Requirements:

- Obtain American Red Cross Lifeguarding/Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED) and First Aid training within 6 months of hire.
- Obtain National Recreation and Parks Association Aquatic Facility Operator Certification within 6 months of hire.
- Obtain American Red Cross Lifeguard Instructor certification within 6 months of hire.
- Obtain American Red Cross Water Safety Instructor Certification within 6 months of hire.
- Successfully complete American Red Cross Lifeguard Management Course within 6 months of hire.
- Obtain Athletics and Fitness Association of America Group Exercise Certification within 6 months of hire.
- Valid driver's license in the State of Texas

Education and Experience

High school diploma or GED and moderate experience in athletics and aquatics programming, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work occasionally requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals and working with explosives; work is generally in a moderately noisy location (e.g. business office, light traffic).