**POSITION DESCRIPTION**

**POSITION TITLE:** Aquatic Coordinator

**REPORTS TO:** Recreation Supervisor

**EMPLOYMENT CLASSIFICATION:** Part-Time

**LATEST REVISION DATE:** April 3rd, 2024

**DEPARTMENT:** Parks & Recreation Department

**FLSA CATEGORY:** Non-Exempt

**PAY TYPE:** Hourly, $15.13 to $16.05 based on qualifications

**GENERAL PURPOSE**

The Part-time Aquatics Coordinator will play a pivotal role in enhancing the aquatic programs offered by the Two Rivers Parks and Recreation Department, including swim lessons, family open swim, and lap swimming taking place at Two Rivers High School during the summer. This dynamic position involves recruiting, scheduling, and supervising lifeguards and on-deck attendants, monitoring and developing program schedules, and managing fee collection for aquatic programs.

**SUPERVISION RECEIVED**

The position works under the general supervision of the Recreation Supervisor. The employee must be able to independently solve problems. Work is performed independently and is reviewed through direct review and observations of results obtained.

**SUPERVISION EXERCISED**

Employee provides general guidance to seasonal program employees.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

* **Program Coordination:** Develop, implement, and oversee the schedule for swim lessons, family open swim, and lap swimming sessions to meet community needs.
* **Staff Management:** Recruit, schedule, and supervise lifeguards and on-deck attendants, ensuring high standards of safety and service are maintained.
* **Monitoring and Development:** Regularly assess program performance, implement modifications to enhance offerings, and ensure alignment with department goals.
* **Fee Management:** Oversee the collection of fees for aquatic programs, ensuring accurate and timely processing.
* **Customer Service:** Respond to inquiries from the public in a professional and respectful manner, addressing concerns and promoting program benefits.
* **Safety and Compliance:** Ensure all aquatic programs comply with health and safety regulations, maintaining a safe environment for participants and staff.
* **Community Engagement:** Work with individuals, community groups, and committees to stimulate interest and support for aquatic programs.

**MINIMUM DESIRED QUALIFICATIONS:**

* High School Diploma or GED.
* Relevant experience in aquatics management, recreation, or related field.
* CPR and First Aid certification, or ability to obtain within 1 year of employment.
* Strong interpersonal and communication skills.
* Ability to work flexible hours, including nights and weekends.

**SPECIAL REQUIREMENTS**

* Must possess and maintain a valid Wisconsin Driver’s License or ability to obtain one.
* Must be a US Citizen
* Must be able to read, write, and speak in the English language.
* Must be of good moral character and temperate with industrious work habits and be willing to have a background check completed by Two Rivers Police Dept., and WI-CBI.

**NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS:**

* Excellent customer service and community engagement abilities.
* Effective time management and multi-tasking skills.
* Ability to work independently and as part of a team.

**WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions in an Aquatics Coordinator. This may include long periods of standing and setting up tables and chairs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds.

The noise level in the work environment is minimal.

**SELECTION GUIDELINES**

Formal application, rating or education and experience; oral interview and reference check; job related tests may be required.

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.