



Position Description: Aquatic Coordinator

Position Title: Aquatic Coordinator

Date: 2012

Department: Community Services

Division: Parks and Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position: To assist the Recreation Supervisor in operations and programming of all aspects of the Bloomington Family Aquatic Center and Bush Lake Beach in order to create a safe and enjoyable environment for Bloomington residents and non-residents.

Essential Functions of the Position:

Program Responsibilities:

- Schedule and facilitate inservice meetings and trainings for all staff with help from the Assistant Coordinators
- Direct and participate with staff in maintaining high standards of safety, emergency care and maintenance
- Knowledge of daily operations for all areas of the aquatic facilities
- Ability to communicate well with customers, staff, and supervisor
- Delegate tasks and follow up to make sure they were completed
- Posses a full understanding of Rec Trac software, with the ability to train other staff
- Enforce City of Bloomington policies and procedures
- Develop a seasonal work schedule
- Complete bi-weekly payroll reports for all staff – Make sure timecards are accurate and reviewed before turning into the Recreation Supervisor
- Prepare and review daily cash reports and get deposits ready for pick-up
- Complete staff evaluations with help from Assistant Coordinators
- Work with the Recreation Supervisor to carry out the aquatic operational and marketing plans while being fiscally proactive and responsible
- Meet with the Recreation Supervisor weekly
- Make purchases when necessary
- Communicate staff schedule changes to the Recreation Supervisor
- Coordinate the swimming lesson program at all sites including staffing for programs
- Work with Recreation Supervisor to develop and review policies and procedures
- Coordinate all facility reservations and birthday parties
- Complete other duties as assigned by the Recreation Supervisor

Program Evaluation:

- Prepare end of season reports
- Seasonal staff evaluations

Staff Supervision

- Up to 75 aquatic staff

Minimum Qualifications:

- American Red Cross Lifeguard Certification
- American Red Cross CPR/AED for Lifeguards
- American Red Cross Lifeguard Instructor Certification
- American Red Cross Water Safety Instructor
- Two or more years of customer service skills
- Two or more years of facility management experience
- 21 years of age