

## **CITY OF FONTANA AQUATICS COORDINATOR**

**DEFINITION:** Under general direction of a Community Services Supervisor, coordinates a variety of recreation and aquatic programs and activities in the City's aquatics facilities. The Aquatics Coordinator will develop, coordinate and implement a broad range of aquatics programs and services that enhance community safety, health and wellness. The Aquatics Coordinator has the day to day responsibility to plan, prioritize, assign, and directly supervise and review the work of part-time, seasonal and contractual staff and volunteers in assigned program areas. Work schedule may include evenings, weekends, and holidays as needed.

**ESSENTIAL FUNCTIONS:** The employee must have the ability to:

- Plans, coordinates, assigns, and supervises work of staff in the areas of aquatics, including special events and facility usage.
- Develop a comprehensive aquatics staff training curriculum and ensure staff has proper and current certifications
- Develop a program to provide private and group swim lessons for all ages, ensure a fun and safe learning environment
- Assist in the recommendation and implementation of goals and objectives; implement policies and procedures.
- Evaluate operation and activities in assigned program areas; recommend improvements and modifications; prepare various reports on operations and activities.
- Ensure that the assigned program is in compliance with laws, rules and regulations related to provision of aquatics and recreation services.
- Assist in the selection of staff; participate in the training of staff and volunteers; work with employees to correct deficiencies
- Assist in budget preparation and administration in assigned program area, prepare cost estimates for budget recommendations, monitor and control expenditures and develop alternative funding sources.
- Recommend and implement new creative programs based on new developments in the aquatics field.
- Be on site during operation hours and delegate responsibility when present. Provide facility management and establish best practices for swimming pool operations.
- Prepare program and event publicity, including news releases, flyers, pamphlets, and brochures.
- Practice the principles of emergency response protocol
- Operate a computer and related software.
- Maintain records and prepare related reports; review process and approve contractual and staff payroll; maintain records for registration and fees collected.
- Establish and maintain an inventory of supplies and equipment for assigned areas of responsibility; order supplies; maintain equipment in safe working conditions.
- Act as a liaison between the Department and the public sector; answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Procedures and methods for planning and implementing aquatics related recreation and community services including special events.
- The basic principles and practices of recreation administration.
- Principles and procedures of record keeping and reporting.
- The basic principles and practices of promotion and advertising.
- Recreational, cultural and social needs of the community.
- Current budgeting procedures and techniques.
- Principles of supervision, training and performance evaluation.
- Aquatics Program planning and development procedures.

**EXPERIENCE:** Two or more years of experience and knowledge of procedures and methods for planning and implementing an Aquatics program and recreation services for youth and adults, including supervising full time and/or part time staff and managing an aquatics facility.

**EDUCATION:** Completion of the 12<sup>th</sup> grade or GED supplemented by college level coursework in recreation or public administration or a related field. A Bachelor's Degree is preferred.

**LICENSE/CERTIFICATIONS:** Possession of, or ability to obtain, a valid Class "C" California driver's license. Possession of, or ability to obtain; First Aid for the Public Safety Personnel, Lifeguard Training, and Water Safety Instructor (WSI), and CPR/AED for lifeguards. Instructor/Trainer Certification is highly preferred.