



CITY OF HURRICANE

Part-Time Assistant Aquatics Coordinator

Salary Range

\$13.50 - \$18.00 an hour

Depending on qualifications and experience

Benefits

No Benefits Package is available for this position.

Position Summary

Performs professional duties in supervision of the operations of the aquatic pool through planning, coordination, scheduling and evaluating a variety of programs specific to recreation and aquatics within the department. Work schedule is typically 28 hours per week but may work more than 40 hours per week during peak times. A flexible schedule that will include some evenings, weekends and holidays will be required.

Supervision Received

Works under the direct supervision of the Aquatics Coordinator.

Works under the general supervision of the Recreation Director.

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

- Assists with the planning, development and implementation of recreation programs and services and swimming facility programs; creates schedules for recreation programs and for swimming instruction for all age groups; develops services and programs to assist community groups, schools, youth programs, etc.
- Assists with the management of swimming pool facility operations to assure compliance with state and federal operations and safety guidelines; assures proper training of personnel for pool operations; monitors pool facility safety practices; monitors pool water quality and chemical balances through sampling and testing; assures overall quality of pool maintenance.
- Provides recommendations and implements pool facility policies and procedures related to patron use, fees, safety, etc. implements pool management control plans as needed to minimize risk and liability; monitors compliance.
- Assisting in the hiring of pool staff; monitors and evaluates employee performance for (seasonal) staff and other Recreation seasonal employees as assigned; prepares work schedules; assists in the development of worker skills by performing on-the-job training; conducts regular meetings; coordinates participation in on-site training for pool staff and for other staff as needed to assure technical competency of instructors; makes decisions affecting job retention, advancement and discipline.
- Assists in the preparation of annual budget recommendations related to general pool facility maintenance and personnel needs; as well as for other recreational programs; monitors pool and recreation expenditures to assure conformance to established fiscal program.

- When required, maintains proper inventory of pool office and operation supplies (i.e., first aid, water quality control, custodial equipment, etc.) as well as for other recreational programs and facilities.
- When required, maintains record of all income and expenditures; monitors proper handling of cash receipts; records work hours, submits time sheets; develops and prepares reports as needed to apprise city management of facility status and accomplishments; manages daily revenues and prepares deposits for swimming pool operations as well as other recreation facilities.
- Prepares and presents written and oral information to supervisors/managers, program participants, school officials and community groups regarding program services and events and his or her director.
- Coordinates and evaluates various recreation programs with other agencies to establish cooperative efforts and facilitate services.
- Provides immediate supervision over recreation activities and seasonal, temporary or volunteer personnel; oversee coaches, activity specialists, site supervisors and officiators and conducts training as needed; may officiate or referee games to assist in the program.
- Schedules leagues, programs and events, manages the annual and seasonal calendar to assure timelines of program starting dates and conclusions; assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation. Provides effective customer service in a courteous and helpful manner.
- Handles complaints from coaches, participants, organizations, negotiates to achieve solutions which better the recreation programs. Works a variety of hours as needed to handle programming areas, facilities and to provide service to customers.

Performs related duties as required.

Minimum Qualifications

1. Qualifications, Education and Experience

- a. Graduation from college with a bachelor's degree in recreation management (preferably from a NRPA accredited program), youth recreation leadership, physical education or closely related field; OR
- b. Four (4) years of recreation programming, physical education teaching, certified swimming instruction, or related experience. Management of an aquatic facility is preferred.; OR
- c. An equivalent combination of education and experience that qualify the individual to have the skills to complete the required job duties.

2. Special Qualifications

- a. Certification as a Leisure Professional (preferred).
- b. Certified as an Aquatic Facility Operator ("AFO") or Certified Pool Operation ("CPO").
- c. Certification in first aid, CPR for the Professional Rescuer and WSI lifeguard training or equivalent.
- d. Possess and maintain a valid Utah Driver's License throughout employment and meet the requirements of Hurricane City's Operation of Vehicles Policy.
- e. Successful completion of a comprehensive background check and pre-employment drug screening required.
- f. All accredited certifications must be kept current. Failure to do so may result in loss of position.

Knowledge, Skills, and Abilities

- Considerable knowledge in planning, organizing, and implementing aquatics programs of a public swimming facility.
- Methods and techniques of first aid and CPR.
- Appropriate safety precautions and procedures within the area of assignment.
- Basic principles of pool equipment and maintenance including pool sanitation and chlorination system.
- Considerable knowledge of pertinent Federal, State and local codes, laws and regulations governing the operations of a public swimming facility.
- Principles of supervision and training.
- Advanced principles and practices of swimming, life guarding and water safety.
- Principles and techniques involved in teaching swimming at all levels.
- Enforce applicable rules and regulations of the City pool.
- Provide proper instruction in swimming and water safety.
- Exercise sound judgment.
- React quickly and calmly to emergency situations and administer first aid and CPR as necessary.
- Respond to requests and inquiries from the public.
- Perform lifeguarding duties and water rescues. Swim with endurance and proficiency at a level necessary to perform assigned duties. Lift a victim from the pool.
- Communicate clearly and concisely, both orally and in writing.
- Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry.
- Ability to work with the public and possess excellent public relation skills.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.

Typical Physical/Mental Demands/Working Conditions

The conditions described herein are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Incumbents are required to work at a public pool and are exposed to inclement weather conditions, potentially hazardous chemicals, harsh or toxic substances and vapors; work in water.
- Incumbents require sufficient mobility for sitting, standing, walking, stooping, reaching, bending, climbing and swimming; moderate to heavy lifting, carrying, pushing and pulling.
- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear.
- Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals.

- The noise level in the work environment is usually loud when in the facility.
- Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking.
- Physical ability to operate a vehicle to travel from site to site; operate office equipment requiring repetitive hand movement and fine coordination.

Considerable exposure to stress as a result of human behavior, including dealing with unpleasant, angry or discourteous individuals as part of the job requirements.

Condition of Employment

Work schedule is typically 28 hours per week but may work more than 40 hours per week during peak times. A flexible schedule that will include some evenings, weekends and holidays will be required. Hurricane City employment can require employees to occasionally work outside of their normal job duties to assist with city sponsored events and/or projects. The employee is expected to forgo normal work duties to assist with the completion of these events and/or projects. In the event of an emergency, employees are required to work to provide for the safety and well-being of the public, including the deliver and restoration of vital services.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

To Apply

Submit a completed City of Hurricane Employment Application. Applications can be mailed to 147 N 870 West, Hurricane, Utah 84737 or emailed to hr@cityofhurricane.com. Refer questions to Human Resources at 435-635-2811 ext 108. Successful completion of pre-employment drug screening is required. The City of Hurricane is an Equal Opportunity Employer.