

City of Batesville
Job Description
Job Title: Aquatics Coordinator

Exempt (Y/N):

Shift: First

Department: Parks

Supervisor: Jeff Owens

Prepared By: Jeff Owens

Dot Code:

Location: Batesville Community Center

Employee Name:

Date: 1-26-16

Summary: The Aquatics Coordinator will manage the operations and programs of the Aquatic Department at the Batesville Community Center. Responsible for supervising water safety instruction, lifeguard, water aerobics instructors, and others assigned by the Parks Director. Must demonstrate a strong personal commitment to the mission and goals of the Batesville Parks and Recreation Department while carrying out their assigned responsibilities in accordance with City of Batesville Policies and applicable laws.

Essential Duties and Responsibilities include the following, but are not limited to:

Plan, schedule, supervise and coordinate the operations of the City of Batesville aquatics programs; plan and direct recreation activities, athletic events, sporting events, games, classes and special events; evaluate and analyze issues and recommend solutions; assure activities are in compliance with all laws, policies, regulations, goals and safety standards.

Coordinate and supervise the daily activities of assigned aquatics staff; plan, prioritize and assign tasks; orient and train staff, conduct in-service training, monitor work and evaluate performance; coach and instruct employees as required; establish and enforce work methods, procedures and standards.

Assure that staff maintains safe, playable and aesthetically pleasing aquatics recreation venues and events and adhere to policies and procedures for efficient and safe operations.

Coordinate and manage operations of City of Batesville aquatics programs; programs include aquatics venues and swimming pools, special events, classes, athletic contests and sports and wellness programs; organizes, promotes and evaluates diversified special events, alternative activities and special programs suited to the needs of participants and potential participants; allocates staff, supplies and equipment. Instructs classes and lifeguards as assigned / needed.

Monitors and recommends the maintenance of aquatics recreation venues, equipment, materials and other assets; inspect recreation program venues and pools, identifies conditions needing repair or maintenance and requests maintenance services.

Analyzes aquatics programs, operations and service delivery issues, reports all accidents and incidents and reports and recommends solutions to supervisor; evaluates existing programs for effectiveness and participation and recommends program revisions; reports and resolves complaints, requests safety conditions, security issues and illegal activities.

Maintains program accounting and administrative records, manages expenditures, tracks revenue and monitors budgets; oversees procurement activities for supplies and equipment in accordance with City of Batesville purchasing policies; prepares operational, statistical and financial reports on recreation programs, special events and cost recovery analysis.

Promotes, organizes and stimulates good relationships with neighborhood and community groups and other agencies; interprets and explains City of Batesville aquatics programs and philosophies to groups and individuals, community resources, committees, staff and volunteers; coordinates with other City of Batesville departments and community agencies.

Ensures staff certifications are current and all rules and regulations as set forth in the Department of Health code are met.

Supervise, evaluate and make recommendations with regards to staffing and disciplinary issues.

Supervise aquatics concessions, volunteers and instructors.

Schedule all reservations for use of the Batesville Community Center Indoor and Outdoor Aquatics Facilities.

Provide minor maintenance for the aquatics facility, purchase all chemicals, cleaning supplies and parts as needed.

Manage Batesville Torpedo Swim Team, provide instruction, schedule swim meets/practices and coordinate all financial and budget revisions.

Responsible for scheduling all required service calls on pool equipment.

Supervise and coordinate all activities such as swim lessons, water aerobics, deep water aerobics, swim team practices, swim meets, movie nights, triathlons and therapy sessions.

Assist community center staff with activities, sales and daily transactions, events and set-ups.

Supervisory Responsibilities:

Directly supervises volunteers and program staff for the Parks and Recreation Adult and Youth Aquatics Programs. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: Assisting in the process of interviewing, hiring and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

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

Education and / or Experience:

Bachelor's degree or equivalent four year degree or four years of experience in a related field; or equivalent combination of education and experience.

Language Skills:

Ability to respond to common inquiries or complaints from parents, sponsors, or the administrators of the grants which help to fund the program. Ability to create presentations and write articles for publication. Ability to effectively present information to top management and public groups.

Computer Skills:

Ability to enter information, create reports, and locate information in a database. Enter digital photographs and manipulate them to create flyers and posters.

Certificates, Licenses, Registrations:

Current Arkansas Driver's License, Lifeguard Certification, Water Safety Instructor, Certified Pool Operator and/or Aquatic Facility Operator Certification

Other Skills and Abilities:

Ability to interface well with citizens, fellow employees, and city officials.

Ability to work effectively in a team environment.

Ability to effectively supervise.

Ability to complete Assigned projects with a minimal amount of direct supervision.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and reach with hands and arms. The employee frequently is required to walk and talk or hear. The employee must occasionally lift objects weighing 20 pounds.

Work Environment: The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with the disabilities to perform the essential functions.

While performing the duties of this job, the employee will work inside as well as in outdoor weather conditions. Due to the outdoor work necessary the employee may be exposed to wet, and / or humid conditions.