



JOB DESCRIPTION

JOB TITLE:	Aquatics Coordinator	FLSA:	Exempt
REPORTS TO:	SLARA Director	DATE:	12/15/21
SALARY:	\$37,500		
BENEFITS:	Health, Dental, Vision, 401 K, Paid Time off		

SUMMARY:

Responsible for creating, developing, implementing and coordinating all aquatics programming.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Plans, organizes, and supervises aquatic programs
- Registers participants, collects and accounts for fees
- Performs outreach to obtain program/activity sponsorships and fundraising.
- Coordinates the assignment of pool usage by SLARA and outside groups with assistance of the Recreation Director
- Recruits, hires, supervises, and evaluates part time staff
- Creates and performs in-service trainings for part-time aquatics staff
- Communicates with the South Lyon Schools building operations manager regarding any maintenance issues involving the pools and locker rooms
- Acts as a substitute if a lifeguard/instructor is absent or late and will assist as needed with lifeguard/instructor duties
- Responsible for conducting and continuously improving all aquatic programs and motivating staff to reach the highest safety, customer service and cleanliness standards
- Executes and maintains records of all program Contractors insurance, workers compensation policies and contracts and ensures all items are up to date
- Creates seasonal and annual budgets for the Recreation Director
- Submits school facility requests to the South Lyon Public Schools
- Consistently evaluates programs to ensure they are meeting financial expectations
- Creates marketing materials for Aquatic programs including but not limited to flyers, presentations, PSA's, and videos with some assistance from the Social Media/Marketing Manager

- Communicates with the public and local businesses/organizations as needed in a professional and effective manner
- Greets and assists guests in a pleasant, friendly, and efficient manner
- Performs standard clerical duties such as answering telephone, routing calls to proper personnel, assisting customers with program registration, sorting mail, filing, doing bank deposits, outgoing mail, issuing refunds, contacting participants about cancellations/refunds, etc.
- Assists customers with program registration
- Utilizes ReCPro registration software
- Attends staff meetings and trainings as directed by the Recreation Director
- Reaches budget goals as set by the Recreation Director
- Serves as a Site Supervisor when needed
- Assists with Marketing Events as needed
- Visits programs on a regular basis to ensure quality performance and to evaluate program success
- Research trends in the recreation field
- Provides a safe & enjoyable atmosphere at all times
- Regularly reviews and inspects facilities and equipment for any potential hazards and reports/submits repair or replacement requests to the South Lyon Community Schools and the Recreation Director
- Maintains a positive working relationship with other employees and the public
- Presents a professional image, in person and by telephone
- Maintains a neat and well-groomed appearance and workspace
- Responsible for following safety rules, policies, regulations, and procedures
- Completes accident/incident reports and filing them with the Recreation Director
- Must be able to work evenings and weekends
- Performs other duties as deemed necessary by the Recreation Director

QUALIFICATIONS:

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 and/or skill required.

Education and Experience:

- Graduation from a college or university with a bachelor's degree in Recreation Administration, Pool Management, or related field. Any equivalent combination of experience and training which provides the required knowledge, abilities and skills is acceptable
- Must have 2 years of aquatic programming experience in a professional capacity
- Considerable experience with community-based recreation programs and aquatics

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Michigan Driver's License.
- CPR & First Aid certification
- American Red Cross Lifeguarding Certificate
- Water Safety Instructor Certificate

Required Knowledge and Skills

Knowledge of:

- Program and event development and implementation in a public agency setting.
- Budgetary and program planning principles and practices.
- Applicable laws, codes and regulations.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Computer applications related to the work.
- Record management principles and practices.
- Techniques for making effective public presentations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skills in:

- Planning diverse activities in assigned area of specialty.
- Performing cash handling and bookkeeping duties.
- Planning and directing the work of assigned staff and volunteers.
- Developing budgetary, staffing and material and equipment requirements for proposed programs and activities.
- Using initiative and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence and other written materials.
- Organizing own work, setting priorities and meeting critical deadlines.
- Establishing and maintaining effective working relationships with all personnel contacted in the course of duties.

PHYSICAL/MENTAL REQUIREMENTS:

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

Mobility to work in an office setting, use standard office equipment and stamina to sit/stand for extended periods of time; agility to participate in recreation activities; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

Work is mostly performed in an office and/or pool setting. Outdoor and indoor programming requires work outside of the office setting and can include rough terrain, inclement weather, and loud noise. Position will require flexible schedule as most programming is scheduled on weekday evenings and weekends.