

ALBANY UNIFIED SCHOOL DISTRICT

Aquatic Center Coordinator

\$23.50 - \$26.44

POSITION DESCRIPTION: Under the direction of the Aquatic Center Director, Assistant Aquatic Center Director, and Aquatic Manager this position performs a variety of general administrative and front-line supervisory duties as needed to coordinate the day-to-day maintenance of the Albany Aquatic Center. The Aquatic Center Coordinator will assist with the pool facility and its various functions: hiring, training, scheduling and supervising employees. Assists in organizing, managing and developing the Swim School program. The Aquatic Center Coordinator will assist in the organization of in-service trainings for staff. The Aquatic Center Coordinator will help in hiring, training and developing staff and programs. This position takes the duties of an Aquatic Center Manager, Senior Guard, Lifeguard, and Swim Instructor as needed.

REPRESENTATIVE DUTIES: E = Essential Duties. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Assist in organizing, managing and developing the “Learn to Swim” program. E
2. Organize and train in-service trainings for staff. E
3. Organize, lead and teach Certifications and Trainings. E
4. Assist in hiring, training and developing staff and programs. E
5. Other duties as assigned. E

KNOWLEDGE OF: Rules pertaining to Aquatics regulations; Microsoft Office documents;

ABILITY TO: Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationship with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate and schedule various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

TOOLS AND EQUIPMENT USED: Various office equipment; water treatment systems (will train), water test kit, computer including Microsoft, registration and POS software.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools,

or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

WORK ENVIRONMENT: The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.

QUALIFICATIONS/REQUIREMENTS:

1. 18 years of age
2. Bachelor's degree or five years of increasingly responsible experience in recreation program planning and supervision of recreation services coordination which has included aquatics facility management, life guarding, swimming instruction or coaching, organizing and supervising a variety of sports and other recreational, aquatic, social or cultural program activities.
3. Valid California driver's license (preferred)
4. Must have Title 22 and Lifeguard/First Aid and CPR/AED for the Professional Rescuer certifications or ability to obtain within 60 days.
5. Must have LGI and/or WSI or ability to obtain within 60 days.
6. CPO is highly desirable.

APPLICATION PROCEDURE: A classified employment application should be submitted to

Albany Aquatic Center
1311 Portland Ave
Albany, CA, 94706
Attn: Drew Nelson

The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.