

JOB CLASSIFICATION: AQUATICS COORDINATOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to assist in planning, coordinating, and implementing aquatic and recreational programs for diverse populations and activities for citizens throughout Clayton County. Work also involves supervising and hiring part time staff, instructors, and volunteers for the aquatics facilities in the county.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans and directs an expanding and flexible program of activities (including aquatics) for all segments, groups, ages, and interest levels of the county; assists in coordinating regularly scheduled events; determines materials, supplies, and/or staff instructors needed for programs.

Recommends the purchase of proper supplies and equipment for program operation; maintains inventory of materials, equipment, and supplies.

Schedules and directs activities of aquatic facilities. Inspects equipment and facilities for security and safety. Attends meetings and training sessions.

Interviews, selects, and schedules instructors/volunteers for planned events and activities; provides training, guidance, and direction; and plans and implements recognition and appreciation for volunteers.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and hires staff.

Sets and oversees collection and accounting of fees and charges for aquatic programs and facilities.

Prepares and/or directs the preparation of special reports, such as, activity analyses, brochures, etc.; prepares and submits payroll and all instructor contracts for review; prepares area budget.

Serves public relations function; prepares and distributes flyers; writes news releases and cable advertisements for aquatic facilities, promotes programs and services and generates interest and participation. Solicits donations and supports for program from citizens and businesses.

Performs a variety of administrative duties associated with coordinating aquatics programs to include: preparing reports of programs, participation records, status of projects and summaries of services, etc.; attends meeting and coordinates activity with supervisor, other staff, and county officials.

Supervises the daily activities of the Beach's Aquatic Facility and/or other assigned facilities; hires, trains and manages a staff possibly including lifeguards and lead lifeguards.

May be required to operate pool equipment; tests chemicals for water quality; assure all water safety methods are strictly adhered to.

Deals with customer and citizen complaints concerning the beach or facility.

Develops aquatic programs; plans beach or facility activities.

May be required to complete incident/accident reports; take water samples and complete water analyses charts.

Completes and maintains staff schedules possibly including lifeguards and lead lifeguards; completes park rental schedules.

Obtains appropriate medical and/or emergency care in the event that a participant becomes ill or is injured.

Additional Functions Assists in other programs as needed. Performs other related duties as required.

Minimum Qualifications: Bachelor's degree in Recreation Administration preferred; supplemented by one (1) year previous experience and/or training that includes recreational and aquatic programming; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must be able to obtain and maintain American Red Cross Lifeguard Training, First Aid, and CPR/AED certification.

ADA Compliance

Physical Ability: Tasks require the ability to exert moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, humidity, temperature extremes, or traffic hazards.

Clayton County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.