



## Job Description

**Job Title:** Aquatics Coordinator  
**Department:** Aquatics  
**Reports To:** Clubhouse Director  
**Classification:** Non-exempt  
**Job Category:** Regular Part-Time Hourly

### SUMMARY

Plans, organizes, implements, and evaluates Aquatics programs, trainings, and in-services in accordance with the policies and procedures of the MPHQA, and under the supervision of the Clubhouse Director.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist Clubhouse Director in preparing and reviewing administrative records and reports as needed for aquatics including purchase invoices, swim lesson records, incident and accident reports pertaining to the aquatics department.
- Shifts will be split between lifeguarding, staff training and swim lessons.
- Recognizes and responds quickly and effectively in emergencies.
- Enforces all aquatic facility policies, rules, and regulations.
- Maintains fitness level (swimming skills, strength, and endurance).
- Use computer for time clocking in/out, basic software use. Can be trained to use the member management software.
- Makes recommendations on needed equipment and purchases.
- Assist Clubhouse Director in the recruitment, hiring, training, and retaining new aquatics personnel.
- Facilitates aquatics fitness programming, CPR courses, Lifeguard Training courses, in-service, and keeps accurate records of attendees.
- Acts as contact person for members regarding group and private swim lessons.
- Evaluates program effectiveness and success based on participation, satisfaction, and further interest.
- Ability to work closely with staff in identifying and developing aquatic programs and services to meet the goals and objectives of MPHQA.
- Completes additional duties as assigned by supervisor.

## QUALIFICATIONS

- Minimum of 1-years' experience in overseeing an aquatics department, including hiring, training, scheduling, evaluating, and supervising staff.
- Ability to communicate timely and effectively to a broad range of people including members, regulatory agencies, public groups, Board of Directors, top management, and other staff.
- Strong oral and written communication skills required.
- At least 18 years of age.
- Must have the following (current) certifications Red Cross CPR/AED for the Professional Rescuer, American Red Cross Lifeguarding and First Aid.
- Additional certification desired: CPO, Lifeguard Instructor, CPR for the Professional Rescuer Instructor, WSI instructor.
- Willingness to seek certification as an LGI + CPR instructor, if not already certified.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. While performing the duties of this job, the employee is regularly required to speak and hear while teaching swim lessons and aqua fitness classes. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to lift, pull, push, or carry 50lbs.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are performed in an indoor facility and the employee will be exposed to chlorine, pool chemicals, and lighting. While performing the duties of this job, the employee is exposed to chemically treated water for a minimum of 1 hour per day. The noise level in the work environment is usually moderate.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_