



**Pleasant Hill Recreation & Park District**  
**Recreation Coordinator - Aquatics Job Description**

Job Title: Recreation Coordinator-Aquatics

Department: Aquatics

Reports To: Aquatics & Sports Manager

FLSA Status: Exempt

**Job Summary**

Plan, organize, promote, evaluate, and modify aquatics programs, events, and activities to serve the recreational and educational needs of the community.

**Responsibilities:**

- Develop and implement aquatics programs, activities and events; identify new opportunities to serve community aquatics interests, plan activity and event logistics, coordinate implementation, manage budget and evaluate results. Formulate and organize program plans and schedules for seasonal and year-round activities, including implementation of management decisions.
- Introduces new program activities, equipment, and materials to staff.
- Coordinate and conduct a comprehensive aquatics staff training curriculum, including emergency response procedures, safety drills, and other emergency procedures; identify and make recommendations regarding training needs and resources; ensure that aquatics staff attend and complete required trainings; maintain training records; ensure staff have proper and current certifications.
- Interprets recreation service to the public and participates in community meetings and organizational planning.
- Monitor and maintain safe and clean facilities and equipment; ensure proper equipment placement and availability in the pool area; learn hazards present; ensure maintenance and repairs are completed as needed; develop and enforce safety policies, rules, regulations and staff training to ensure safe operations for all staff, participants and volunteers; ensure compliance with health and safety codes and building codes.
- Provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of District aquatics facilities to prevent accidents and to ensure the safety and well-being of patrons; recognize and respond to emergencies; provide emergency care including water rescues, first aid and CPR; handle emergencies in a calm and effective manner.
- Oversee fee collection and accounting activities; monitors expenditures; reviews records and files to ensure proper accounting and documentation consistent with District policies and procedures; Contribute to program budget development, evaluation, and monitoring including expense tracking and managing program costs. Monitor inventory, order supplies, and maintain purchase records within authorized budget.
- Assist in managing existing aquatics contract classes and coordinate with instructors, identify new class offerings to serve community needs, recruit new instructors.
- Provide outstanding customer service through responsive, clear and appropriate communication with volunteers, staff and members of the public; identifies issues and resolves problems.
- Maintain professional and technical recreational knowledge by attending educational workshops; reviewing professional publications; establishing personal networks and participating in professional societies.

### **Supervisory Responsibilities**

- Directly supervises up to 50 part-time employees in the daily operation of Pleasant Hill Aquatic Park, the Learn-To-Swim Program, recreational swim, and other aquatics programs. The position is responsible for these units' overall direction, coordination, and evaluation. The position carries out supervisory responsibilities per the organization's policies and applicable laws. The duties include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Work Schedule**

- Required to work varied hours including early morning, evening and weekend programs, activities and events as needed or scheduled. This position will spend approximately half of its time in direct program supervision on the pool deck. Incumbents may also participate in operational activities, such as lifeguarding and class instruction.

### **Other Duties**

Please note that this job description is not designed to cover or contain a comprehensive listing of the employee's required activities, duties, or responsibilities for this job. Duties, obligations, and activities may change at any time, with or without notice.

### **Qualifications:**

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

### **Education and/or Experience:**

Bachelor's degree (B. A.) from a four-year college or university in recreation, physical education, or related field; and two years of related experience and/or training; or equivalent combination of education and experience.

### **Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of weight measurement, volume, and distance.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have knowledge of Internet software and Word

Processing software.

**Certificates, Licenses, Registrations:**

Valid California Driver's License with a good driving record; Must possess current certifications, and maintain throughout employment, in American Red Cross Lifeguard Training (including First Aid and CPR/AED for the Professional Rescuer) and Lifeguarding Instructor; Possession of or ability to obtain and maintain American Red Cross Title 22, Administering Emergency Oxygen and Water Safety Instructor (WSI) certifications and CPO or AFO within six months of hire.

**Other Skills and Abilities:**

Knowledge of modern theories, techniques, and methods for operating aquatic facilities and programs.

**Physical Demands:**

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

Work is primarily performed within a public swimming pool environment, where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture or children and adults who may require removal from the pool, and to stay in the pool for prolonged periods. Must be able to operate a motor vehicle. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim while wearing an appropriate uniform with protective equipment. Vision and hearing must be sufficient to see and hear adults and children in crowded and noisy conditions and/or situations. Must also possess: the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or tools and equipment in assigned program area, including safety equipment. Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, conducting exercises, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties. Must possess the ability to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 150 pounds or heavier weights with assistance and/or the use of proper equipment.

**Work Environment:**

The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions and outside weather conditions. The employee is occasionally exposed to fumes, airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

**Equal Employment Opportunity Statement**

Pleasant Hill Recreation & Park District grants equal employment opportunities to all employees and applicants. It forbids discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy pertains to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

**ADA Accommodation Statement**

Pleasant Hill Recreation & Park District provides reasonable accommodation per the Americans with Disabilities Act (ADA) and applicable state and local law. If you require an accommodation, please contact our HR Department at (925) 682-0896.