

## **Tuscaloosa County Park and Recreation Authority Job Description**

**Job Title:** Aquatics Coordinator (Seasonal)  
**Department:** Community Development  
**Reports To:** Supervisor of Aquatics and FBAC Center Manager  
**FLSA Status:** Non - Exempt  
**Salary Level:** Part-time, Pay Level 28 – (\$10.93 - \$13.11/hour)

### **SUMMARY**

The Aquatic Coordinator position is responsible for overseeing the daily operations of aquatic facilities; oversee lifeguard training classes, and program supervision at PARA aquatic facilities and other PARA designated sites. The responsibilities include administrative, management and supervision of operations/pool managers and aquatic programming by performing the essential functions of the job description personally or through support staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides training to aquatics staff as required to keep certifications current, and to keep staff up to date and knowledgeable and alert.
- Assists with recruiting necessary personnel to carry out aquatics activities as assigned.
- Serves as a facilitator and instructor for aquatics activities or programs.
- Assists with management of pool and serves as life guard as necessary.
- Reviews aquatics staff schedules on a regular basis and compares with expected groups, rentals, etc. to ensure that pools are properly staffed at all times.
- Assists with planning, directing, and promoting of aquatics programs designed to meet the interest and needs in the area of aquatics.
- Reports pool facility and lifeguard needs to the Aquatic Supervisor. Oversees approved operating procedures for all aquatic areas.
- Maintains inventory of chemicals, cleaning supplies and other necessary items for pool operation maintaining a two-week inventory. Completes purchase requests and submits to supervisor for approval as necessary.
- Uses tact and discretion in carrying out responsibilities pertaining to the overall recreation program. Assists and works closely with Program Supervisors and Activity Center Managers with facility scheduling.
- Adapts aquatics programs to meet needs of individuals for all segments of the population and develops short and long term goals and objectives for assigned programs.
- Works in teams with administrative or other professional personnel.
- Administers established policies and procedures outlined in PARA's Employee Handbook and Administrative Handbook, as well as established general operating guidelines for the individual program areas to include athletics.

- Interprets policies or setting of precedents as necessary to resolve problems as approved by the PARA Board of Directors and the Executive Director.
- Adheres to all policies and procedures as established in PARA's Employee Handbook and Administrative Handbook.
- Other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

This position could supervise seasonal part-time support staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

Associate of Arts (A.A.) from a two or four-year college or university; or two years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, volume and circumference.

### **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must hold current certifications for Lifeguard Training, CPR for the Professional Rescuer, First Aid. W.S.I. is suggested but not required.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently is required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, and ability to adjust focus.

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

## **WORK ENVIRONMENT**

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

The noise level in the work environment is usually moderate.

"It is the policy of Tuscaloosa County Park & Recreation Authority that no person shall, on the basis of race, color, creed, religion, sex, age, national origin or disability be denied employment, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any program or activity."

**PARA is proud to be a "Drug Free Work Place."**  
All employees are subject to random drug screens.