

## POSITION DESCRIPTION

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**TITLE: Aquatics Center Coordinator – (Part-Time, Contingent)**

**Collective Bargaining - Ineligible - Contingent**

**Contingent positions are not eligible to participate in collective bargaining.**

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### **JOB SUMMARY:**

The part-time Aquatics Center Coordinator assists in the management of all aquatics center operations, programming and staffing. This position reports to the Athletics and Recreation Center Director.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if work is similar, related, or a logical assignment to the position.)*

- Responsible for following the policies and procedures as defined in the employee handbook.
- Manages and coordinates of all aquatics center operations, events, programming and staffing elements. Responsible for Aquatics Center operation, events, programming and staffing in the absence of the Assistant Aquatics Center Coordinator/Head Men's & Women's Swimming Coach.
- Approves and coordinates of all aquatic programs (physical education, varsity, recreational sports, club, community swimming, rentals, etc.).
- Hires, trains, supervises, and directs all aquatic center student staff including lifeguards.
- Responsible for risk management for all aquatic spaces.
- Responsible for aquatics center policies and procedures.
- Oversees event management for varsity, campus and community events.

### **MINIMUM QUALIFICATIONS:**

- Education: Bachelor's degree required. Master's degree preferred
- Experience: One (1) to Two-(2) years' experience in athletic facility and aquatics center management. Experience in college or university environment preferred.
- Pool Operator Certification or equivalent.
- Instructor certified in the following: American Red Cross (ARC) Lifeguard Training, ARC CPR and CPR/First Aid, WSI, LGI, ARC Water Safety.
- Must possess a valid driver's license.
- Must be able to work nights and weekends.

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- Ability to lift approximately thirty (30) pounds.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.