

# **City of Mill Valley**

## **Aquatics Coordinator**

### **DEFINITION**

Under general supervision, the Aquatics Coordinator will organize and supervise a comprehensive aquatics program for the community, which includes the development and management of group and private swimming lessons programs, manage pool schedules; develop staff training curriculum; lead aquatic staff trainings and develop a variety of aquatics programs that enhance community safety, health and wellness. Perform related duties as required.

### **SUPERVISION EXERCISED AND RECEIVED**

- Receives direction from the Aquatics and Fitness Supervisor.
- Provides direction to part-time aquatics staff and volunteers.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

- Assist Aquatics & Fitness Supervisor in planning, organizing, developing and implementing aquatic programs
- Schedule, monitor, train and motivate aquatics staff and volunteers.
- Evaluate the progress and effectiveness of programs with measurable outcomes.
- Assist Aquatics & Fitness Supervisor in developing public relations materials for marketing and promotion.
- Assist Aquatics & Fitness Supervisor in establishing and maintaining cooperative partnerships with community organizations and agencies.
- Enforce safe work practices and disciplinary procedures for employees.
- Coordinate with local Police and Fire agencies for emergency response protocols.
- Willingness to work flexible schedule with some evening, weekend and holiday shifts.

### **JOB-RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Ability to:**

- Knowledge of the principles and mission of parks and recreation to create community through recreational experiences, specifically aquatics programs.
- Knowledge of emergency response protocol and coordination with other agencies for the highest level of emergency care.
- Principles of supervision, employee motivation and team building.
- Facility management and best practices for swimming pool operations.
- Ability to “multitask” to handle competing priorities and demands.
- Skills in monitoring program results and demonstrating outcomes both qualitatively and quantitatively.
- Basic computer skills to utilize computer system and software.
- Verbal and written communication skills to develop reports, grants, evaluations and other material as appropriate
- Knowledge of pool water chemistry including ability to perform water tests, make analysis, and add appropriate chemicals as required.
- Ability to solve technical problems within area of specialty.
- Ability to make effective decisions impacting projects.

### **OTHER JOB RELATED DUTIES**

- Work independently with minimum supervision
- Work effectively and professionally with co-workers, public officials and general public.
- Perform related duties and responsibilities as required.

### **EXPERIENCE AND TRAINING**

Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**EXPERIENCE:** Two years of increasingly responsible experience working with aquatic programs or facilities with one year of experience in managing or directing part-time staff.

**EDUCATION:** Equivalent to completion of twelfth grade and some college level coursework in recreation, physical education or a related field.

**LICENSES OR CERTIFICATES**

- American Red Cross Lifeguard Training (r. 06)
- American Red Cross CPR/AED-for the Professional Rescuer
- Water Safety Instructor
- Valid California Driver's License

**HIGHLY DESIREABLE CERTIFICATIONS INCLUDE:**

- Certified Pool Operator –OR– Aquatic Facility Operator
- American Red Cross Lifeguard Instructor / IT
- American Red Cross First Aid for Public Safety Personnel (Title 22) / Instructor
- American Red Cross Water Safety Instructor Trainer
- One Year Experience in Aquatics Management (Seasonal or Year Round)

**WORKING CONDITIONS**

Work is performed in an indoor swimming pool environment. Access to some work areas may be difficult. Work requires frequent bending, lifting, twisting, crawling, climbing, stooping, swimming, moving across wet and slippery surfaces and pushing and pulling motions for a variety of tasks. A flexible work schedule is required, including working evening and weekends. Vision is required to review written schedules, publicity and documents. Work requires operation of a computer keyboard to utilize the reservation system and desktop publishing software. Work requires the following Physical Abilities;

- Move objects weighing up to 50 pounds regularly.
- Understand and carry out oral and written instructions.
- Test and evaluate new materials, tools, and techniques of the trade.

**APPLICATION & SELECTION PROCESS:**

Application forms may be obtained from the Parks and Recreation Department (415) 383-1370 or from our web site at [www.millvalleycenter.org](http://www.millvalleycenter.org) (see employment link) Applicants must submit a completed City of Mill Valley employment application. Resumes and other supporting documents are optional. All documents must be completed and received by the final filing date of May 13, 2009. Application packets should be sent to: Mill Valley Community Center C/O Lisa Virtue, Aquatics and Fitness Supervisor, 180 Camino Alto, Mill Valley CA 94941.

Candidates receiving a conditional job offer must pass a pre-employment Department of Justice fingerprint background review.

**AMERICANS WITH DISABILITIES ACT (ADA):** Please contact the Parks and Recreation Department on or before the final filing if special accommodations are necessary for the examination/selection process.

The City of Mill Valley is an Equal Opportunity Employer. The City does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin, or disability. Accommodations for testing for persons with a disability are available upon request.