

JOB DESCRIPTION



Department	Aquatics
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Aquatics Program Coordinator
Classification	Salary/Exempt
Pay Range	\$48,000 - \$60,000 (1E01)

Job Summary

The Aquatics Program Coordinator is a full-time position in the Recreation Department Aquatics Division and is under the direct supervision of the Aquatics Operations Coordinator. The primary purpose of the Aquatics Program Coordinator is to implement youth and adult aquatics programming. The secondary responsibilities of this position are, but not limited to: program development, assist with beach operations, assist with swim meet operations, and assist with outdoor aquatics events. Employees in this classification must represent the Recreation Department in a professional manner, while having direct supervision of the swim instructors, members, guests, and program participants. A special emphasis is placed on program implementation, more specifically, youth and adult aquatic programming, hiring of instructors and assisting with aquatics operations and events.

Job Duties

- Develop, market, implement, and evaluate learn to swim and pre-competitive aquatics programming.
- Oversees and implements semi-private and private swim lesson programming.
- Oversees and implements adult aquatics programming, including a Master's Swim program.
- Oversees and implements preschool and parent-tot aquatics programming.
- Must be creative and have desire to develop and implement new aquatics programming.
- Assists with beach operations at Lake Andrea during the summer months.
- Assists with open water swims at Lake Andrea during open water season.
- Assists with triathlons/event operations during events as needed.
- Serves as RecPlex liaison on a weekend rotation during rental swim meets.
- Must be capable of hiring, scheduling, training, supervising and evaluating part time swim instructors.
- May be asked to lifeguard indoors and outdoors as needed.
- Direct service hours of swim instruction of at least 5 hours/week.
- Assist with hiring and training of RecPlex Lifeguards.
- Act as RecPlex liaison during swim meets on identified weekends.
- Work closely with other departments in RecPlex to implement programming and scheduling.
- Must maintain administrative records and create reports including: attendance reports, program reports, payroll documentation including approval of employee time sheets, accident reports and personnel evaluations; conduct regular performance reviews at prescribed intervals; keep staff informed of regular, new and upcoming activities, events, policies, programs and the like.
- Must develop and enforce personnel standards, guidelines and qualifications to ensure quality in area of responsibility in the RecPlex.
- Welcome and respond to calls, questions, concerns and feedback from customers regarding your staff and programs overseen.
- Attend department, and committee meetings throughout the RecPlex.
- Must be available for weekend and evening work.
- Must be able to perform other duties and special assignments as directed by direct supervisor including assignments that may be outside the primary area of employment defined as all other duties as assigned.
- Must exhibit a teamwork attitude and self-motivation, take the initiative to solve problems and innovate.
- Must know and enforce all RecPlex, Village and Department rules, regulations, policies, standard operating procedures and guidelines.
- Maintain the confidentiality of any and all information obtained from guests as part of registration; information overheard from guests, or any other verbal, nonverbal, or visual information concerning the physical or emotional condition of any guest, or property of a guest at the RecPlex.

Physical Requirements

- The Aquatics Program Coordinator has a high degree of interaction and communication with staff and public.
- The work schedule is subject to varying shifts, but must be available mid-day and evenings throughout the week.
- The work of the Aquatics Program Coordinator is performed in an indoor pool environment with exposure to warm temperatures and heavy humidity, noise, slippery surfaces, water, and pool chemicals.
- Long periods of attentiveness, swimming, jumping, diving, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about pool area, and moderate lifting 15-50 pounds.

Requirements - educational, certifications and experience

- Must have one (1) year of aquatics programming experience, preferably in the area of swim lesson programming.
- Must have Lifeguard Certification or obtain within 6 months.
- Have Lifeguard Instructor Certification or obtain within 12 months..
- Customer service and public relation skills are required.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.