

Lemont Park District

Job Description

Job Title: Aquatic Program Coordinator

Department: Aquatics

Reports To: Aquatics Supervisor

Qualifications:

Must be a minimum of 21 years of age and a high school graduate or equivalent. Minimum two years' experience of swim instruction or related subject. Requires strong people and customer service skills and the ability to communicate effectively with staff and the public. LGI/W.S.I.T. certification preferred. First Aid/CPR/AED required.

Type of Position:

- Full-time
- Part-time

Hours: Flexible

- Over-time may be required.
- Exempt
 - Nonexempt

Job Summary:

The Aquatic Program Coordinator will be under the direction of the Aquatics Supervisor. Responsible for a safe pool environment which includes day-to-day planning and supervision of the aquatic programs; supervision of all swim lesson and other instructional staff and interaction with parents and participants. This is an at-will position.

Essential Job Functions:

1. Work varying schedules and hours as required to fulfill the duties of the position, including weekend, evening and holiday hours and be available in case of an emergency.
2. Gain knowledge and understanding of park district policies and procedures and see that they are adhered to at all times.
3. Attend mandatory in-service trainings; district-wide part-time staff orientations and crisis trainings as required.
4. Wear nametag with staff issued uniform in order to be clearly identified as a District employee.
5. Manage, maintain, and promote district wide Aquatics programs; including but not limited to swim lessons, water polo, special events, swim team, parties, and rentals.
6. Create and maintain a curriculum for all aquatic programs. Continually identify nation-wide and local trends in aquatics. Develop and implement similar programs and opportunities to District residents and participants.
7. Assists with hiring and training instructional staff, coaches, and lifeguards. Provide in-service trainings and staff meetings, at a minimum quarterly.
8. Keeps record of aquatics staff certifications and ensure all staff maintain current certifications.
9. Coordinates scheduling and supervises aquatics staff to provide proper program delivery. Responsible for filling gaps in the instructor/coaching schedules.
10. Prepare marketing material for assigned program areas including the seasonal brochure, social media marketing, and other materials relating to the programs including but not limited to waivers, uniform order forms, etc.
11. Maintains relationships with vendors and member service with parents and program participants.
12. Maintain a safe pool environment which will include knowledge of emergency procedures, equipment, and action plan.

13. Maintains records of attendance and monitors payments for each program participant.
14. Adhere to time clock procedures and keep accurate and neat record of time worked.
15. Administer, observe and follow all District safety policies and regulations as the safety of staff and participants is of utmost importance and a continuing responsibility of all employees. Immediately notify the Risk Manager of any safety hazards in District buildings, grounds and facilities.
12. The District encourages its employees to take an active role in the appearance of the District i.e. pick up litter throughout the buildings, grounds and facilities of the District.
13. Perform other related duties as assigned.

Psychological Considerations:

1. Capable of communicating and working as a team with all levels of park district staff, volunteers, business partners and the public.
2. Possess a clear understanding of District operations and the commitment involved.
3. Ability to work independently to produce quality and accurate work on a timely basis and resolve issues as they arise.
4. Must be punctual and dependable.
5. Ability to organize and maintain files and records, when appropriate.
6. Ability to recognize priorities and meet deadlines, when appropriate.
7. Ability to maintain self-control and composure in difficult situations.
8. Ability to accept constructive criticism and/or supervision.
9. Should possess enthusiasm and drive with a desire to accomplish goals and objectives.
10. Ability to be flexible and adaptable to new situations.
11. Ability to organize, prepare and present information in verbal and written form.
12. Ability to maintain a safe environment for staff and the public.

Cognitive Considerations:

1. Employee must have knowledge of water safety, pool operations, swim instruction, other aquatic programming and first aid.
2. Employee must be able to read pool water chemical test computers and call if there is a problem.
3. Employee must be able to follow directions and communicate both verbally and in writing.
4. Employee must be able to represent the Lemont Park District in a professional manner in all circumstances.
5. Employee must possess knowledge of daily records management as applicable to the position.
6. Employee must possess time management and organizational skills to effectively perform his/her job responsibilities.
7. Employee must have the ability to understand and respect confidential information.

8. Employee must possess good problem-solving skills and have the capacity to act rationally and calmly including high stress and/or emergency situations.
9. Employee must have the ability to develop and maintain positive and effective working relationship with subordinates and team members and to promote and maintain high morale and enthusiasm.
10. Employee must possess knowledge of general office machines.
11. Employee must possess computer skills required for the position held.
12. Employee must identify potential unsafe conditions and notify appropriate District personnel.

Physical Demands:

While performing the duties of this job, some bending, kneeling and reaching items off floor and high shelves is required. Performing repetitive hand/arm movements as when working on computer keyboards, calculator or writing reports, etc. Sitting for sustained periods of time while completing work at desk or workstations. Reading hand written information and writing legibly. Ability to handle stress in order to cope with deadlines. The employee must lift and/or move up to 35 lbs.

Work Environment:

The noise level in the work environment is usually moderate. Employee's general work area is indoors in a smoke-free environment with controlled temperature and fluorescent lighting. Inside, staff maybe exposed to high humidity and outside, staff may be exposed to the weather conditions, which can include cold, rain and extreme heat.

**Revised/Reviewed – 8/15
Executive Director LZE**