



Position Description: Aquatics Assistant Coordinator

Position Title: Aquatics Assistant Coordinator

Date: 2022

Department: Parks and Recreation

Division: Recreation

Accountable to: Recreation Supervisor

Pay rate: \$16.00-\$20.00/hour

Primary Objective of Position: To successfully manage all aspects of the Bloomington Family Aquatic Center in order to create a safe and enjoyable environment for Bloomington residents and non-residents.

Essential Functions of the Position:

Program Responsibilities:

- Schedule and facilitate Preseason trainings, in-service trainings, and staff meetings for all staff.
- Direct and participate with staff in maintaining high standards of safety, emergency care and maintenance.
- Knowledge of daily operations for all areas of the facility.
- Ability to communicate well with customers, staff, and supervisor.
- Coach staff members in facility procedures and policies, and delegate tasks and follow up when needed.
- Possess a full understanding of RecTrac software, When2Work, other software applications, with the ability to train other staff.
- Enforce City of Bloomington policies and procedures.
- Prepare and review daily cash reports and get deposits ready for pick-up
- Maintain adequate supplies at the facility and request additional materials from City Hall when running low.
- Manage staff calendar and process shift changes of admissions, concessions, and lifeguarding staff.
- Evaluate staff performance and provide direction on improving work performance.
- Ensure all parts of the facility are clean and orderly, including admissions, concessions, pool deck, lost and found, etc.
- Posting proper signage for upcoming events (e.g. swim meets or the closing of the facility).
- Maintaining a positive work environment that focuses on providing high quality service.
- Attend meetings as scheduled.
- Complete the nightly reporting and money handling procedures.
- Complete other duties as assigned by the Recreation Supervisor.

Program Evaluation:

- Prepare end of season reports
- Seasonal staff evaluations

Staff Supervision

- Up to 40 lifeguards and 15 attendants

Minimum Qualifications:

- American Red Cross Lifeguard Certification
- American Red Cross CPR/AED for Lifeguards
- 18 years of age

Desirable Qualifications:

- Two or more years of customer service skills
- Facility management experience
- American Red Cross Lifeguard Instructor Certified
- Competency in Microsoft Office Suite