



Position Aquatics Coordinator
Title:

Employment 30 hrs/wk average
Details: Schedule will vary

Department: Parks and Recreation

Division: Recreation

Accountable Recreation Supervisor
to:

Pay Rate: \$17 - \$20/hour

Primary Objective of Position:

Under the direct supervision of the Recreation Supervisor, as a member of the Parks and Recreation staff, this position is expected to provide communication, leadership, and assistance for supervisors, participants and employees for the **Bloomington Family Aquatic Center and Bush Lake Beach**. This position will require a combination of daytime, evening, and some weekend hours as assigned.

Essential Functions of the Position:

Staff Coordination

- Assist the Recreation Supervisor to provide leadership, work direction, schedules, communication, and onsite supervision for part-time and contractual staff including the Assistant Coordinators (2-4), Leads (1-5), Lifeguards (30-50) and Attendants (30-50) and other positions relevant to aquatics programming.
- Assist the Recreation Supervisor with the hiring of part-time staff.
- Organize the planning of staff trainings and meetings.
- Completes part-time staff performance evaluations.

Program Implementation:

- Assist the Recreation Supervisor with aquatics management, including registrations, marketing, staff supervision, schedules, public outreach, communications, and coordination of employees and programs.
- Responsible for communication with program participants and employees regarding program updates, facility conditions, and weather related issues.
- Demonstrate creativity and initiative to develop and implement new programs.
- Document and inform supervisor of on-site program concerns including scheduling conflicts, maintenance needs, and all other pertinent program related issues.
- Inventory supplies and equipment for programs. Notify supervisor when additional supplies are needed. Purchase additional supplies as directed.

Aquatics Program Evaluation:

- Complete assigned program reports, surveys, and evaluations.
- Provide the Recreation Supervisor with documented feedback from participants regarding programs, facilities, and staff.

PARKS AND RECREATION DIVISION

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AN AFFIRMATIVE ACTION/EQUAL
OPPORTUNITIES EMPLOYER

Other

- Assist in the scheduling and coordination of aquatics facilities.
- Serve as a substitute Assistant Coordinator as necessary.
- Develop and maintain professional relationships with supervisor, staff, program participants, and other professional connections.
- Participate in own performance evaluation, identifying past accomplishments, problems, goals, and personal improvement plan.
- Complete all other duties as assigned.

Examples of Performance Criteria:

- The employee completes the essential functions of the position and all other assigned duties in an effective, professional, and timely manner.
- The employee maintains a positive relationship with their supervisor, program participants, part-time staff, and co-workers.
- The employee demonstrates problem solving abilities and strong customer service skills.
- The employee attends and participates in all staff training sessions and meetings.

Minimum Qualifications:

- High School Diploma/GED
- Ability to pass the American Red Cross Lifeguard course.
- Proficient in Microsoft Office programs including Outlook, Word and Excel.
- Experience working in recreation or aquatics.
- Demonstrates competent communication and customer service skills.
- Experience participating in, planning and evaluating recreational programs.
- Ability to apply the knowledge and skills required to provide work direction and leadership for part-time and contractual staff.
- Demonstrates strong problem solving abilities and techniques.
- Ability to work well with others and independently as responsibilities may require.

Desired Qualifications:

- Bachelor's degree
- American Red Cross Lifeguard and Lifeguard Instructor certifications.
- Experience working with Recreation Software programs and Microsoft Office programs.
- Knowledge of aquatic facilities maintenance requirements and procedures.