



Position Description: Aquatics Assistant Coordinator – Bush Lake Beach or Bloomington Family Aquatic Center

Position Title: Aquatics Assistant Coordinator

Date: 2019

Department: Parks and Recreation

Division: Recreation

Accountable to: Recreation Supervisor

Primary Objective of Position: To successfully manage all aspects of the Bloomington Family Aquatic Center or Bush Lake Beach 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 in-service meetings and trainings 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
- Delegate tasks and follow up to make sure they were completed
- Posses a full understanding of Rec Trac software, with the ability to train other staff
- Enforce City of Bloomington policies and procedures
- Develop a seasonal work schedule
- Complete bi-weekly payroll reports for all staff – Make sure timecards are accurate and reviewed before turning into the Recreation Supervisor
- Prepare and review daily cash reports and get deposits ready for pick-up
- Complete staff evaluations
- Work with the Recreation Supervisor to carry out the aquatic operational and marketing plans while being fiscally proactive and responsible
- Meet with the Recreation Supervisor weekly
- Make purchases when necessary
- Communicate staff schedule changes to the Recreation Supervisor
- Coordinate schedule with Assistant Coordinators to provide adequate coverage
- Maintain adequate materials at the facility and request additional materials from City Hall when running low (e.g. season pass forms, brochures, receipt paper, printer toner, and all other forms used in daily operations, etc.)
- Set-up and manage group reservations and birthday parties
- Coordinate group scheduling for concessions when large groups arrive at the pool

- Process time off requests and shift changes of admissions, concessions, and lifeguarding staff
- Address employee issues in a timely manner and document – give copies to Recreation Supervisor for employee files
- Maintain clean and orderly work areas, including lost and found
- 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 “Lead” 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