

Citrus College

Position Description

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| Position: Aquatics Coordinator | Position Number: |
| Department/Site: Continuing Education | FLSA: Non-exempt |
| Reports to: Continuing Education Supervisor | Salary Range: |

Comment [slc1]: Expect this position to be a Salary Range 36. Pending BOT approval on 5/27/08.

Summary

Under the general direction of the Continuing Education Supervisor, the position of Aquatics Coordinator has direct responsibility for the operation of the Aquatics Center for activities of the Continuing Education Department.

Essential Duties and Responsibilities

- Coordinate the pool activities of the Continuing Education Department with pool maintenance (Physical Education Activities Supervisor).
- Request safety equipment needed for continuing education programs (Continuing Education Supervisor and/or Dean).
- Recommend and submit appropriate paperwork to Continuing Education for processing hires for lifeguards and swim leaders.
- Provide safety training and certification to lifeguard and swim leaders.
- Monitor lifeguards and swim leaders, coordinate their work schedule and submit time cards monthly to Continuing Education office for approval.
- Post emergency action plans.
- Stay current as a trainer in CPR, First Aid, AED, WSIT, and Lifeguard Instructor certifications.
- Coordinate with the Physical Education Activities Supervisor to arrange security of Aquatics Center area when not in use by Continuing Education.
- Post and update Continuing Education Aquatic Center hours and regulations.
- Monitor safety and daily pool conditions.
- Work closely with both deans and supervisors in the daily operation of the aquatics facility.
- Perform all of the relevant duties of the position with only general direction.
- Direct the work of other employees.
- Work effectively in a shared governance environment.
- Provide excellent customer service.
- Perform other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge, Skills, & Abilities

- Requires the ability to carry out the essential functions of the position.
- Knowledge of aquatics safety equipment, water safety, life guard requirements.
- Ability to effectively use a computer and a variety of job-related software applications.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to demonstrate effective communication in a multi-cultural environment with faculty, staff, students, and the general public.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Requires the ability to effectively direct the work of other employees.

Physical Abilities

- Requires incumbent to perform work of an active nature, requiring sufficient physical stamina to carry out duties.
- Requires use of well-developed hand/eye coordination for precise motions and use of small instruments.
- Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time.
- Requires visual acuity to observe moving objects and recognize physical injuries.
- Requires auditory ability to project voice to a small group. Some seated activities at computer require ability to sit and use keyboard for moderate periods of time.

Education and Experience

- Possession of an Associate's degree with some course work in physical education with three (3) years of related experience.

Licenses and Certificates

- May require a valid driver's license.
- Red Cross LGI (Life Guard Instructor), WSIT (Water Safety Instruction), CPR, AED, and Oxygen.

Working Conditions

- Work is performed indoors and outdoors where minimal safety considerations exist.