



## **Aquatics Program Coordinator II**

### **Position Description**

Title: Program Coordinator II

Reports to: TTAD Aquatics Director and Program Coordinator I

Positions Supervised: Aquatic Lifeguard Staff (Headguards, lifeguards, swim instructors)

Full Time Hours: Typical Hours Swing Shift (Monday thru Thursday, 11:00 am to close), Hours may flex to meet center's needs. This is a swing shift position.

Pay: Hourly - \$19.00 - \$26.00 an hour DOE

### **Job Summary**

The Tigard Tualatin Aquatics District is looking for a self-motivated and driven candidate to join our full-time Aquatics Staff. This candidate must possess an outgoing personality and a positive attitude as well as verbal and written communication skills. The primary responsibility of the Program Coordinator II is to, under the supervision of the Aquatics Director, and Program Coordinator I, assist in the organization, planning, staff scheduling, and management of all aquatic programs, supervise part time lifeguards and swim instructors, and ensure the TTAD aquatic environment provides a safe and positive member experience for all.

**Program Coordinator II-** The Program Coordinator II reports to the Program Coordinator I and the Aquatics Director and exercises lead direction over assigned full time, part-time/seasonal employees.

**Hours:** Typical Hours are Swing Shift hours 11:00pm to close (some flexibility on hours, will work with right candidate) M-Thu.

**Hourly Wage:** \$19.00 - \$26.00 an hour DOE

### **Essential Duties**

#### Position Specific Duties

- Directly supervise lifeguards, camp staff, and all swim lesson instructors when Aquatics Director or Program Coordinator I is not present.



- Work with the Program Coordinator I to schedule and coordinate part-time staff schedules, lead appropriate in-services and trainings, ensure all staff stays current in appropriate certifications.
- Help maintain staff schedules with the Paychex system.
- Clean facility including vacuuming pool, hose decks and locker rooms, and maintain building cleanliness.
- Assist with running/scheduling the private lesson program.
- Assist with monitoring the aquatic budget to meet fiscal objectives.
- Assist in developing new programs within the community.
- Performs lifeguard duties, swim lessons, various water fitness and classes as needed.
- Will open or close the building as needed (typically closing the building).
- Perform tasks related to the front desk which includes but not limited to: cash handling, answering phones, customer service, use a computer to check in patrons, maintain reports, and Activenet reports.

### **General Duties**

- Provides strategic support and input to the design and improvement of the District and its services; assists with carrying out strategic initiatives.
- Assists with trainings, personal and professional development, encourage and motivation of employees to enhance individual skills, promote professional growth and maximize staff.
- Monitors compliance with applicable federal, state and local regulations, accrediting commissions, licensing requirements, and Board policies and procedures.
- Dedicated to and promotes diversity in staffing, curriculum, programs and services.
- Maintains the confidentiality of information.
- Assist with keeping both buildings clean and orderly.
- Assist with social media and marketing efforts to increase pool usage.

### **Additional Duties**

- Performs all other duties as identified by the Aquatics Director and Program Coordinator I.

### **Qualifications**

- All with aquatics experience are encouraged to apply!
- Two years of experience coordinating aquatics and or recreational programs preferred.



**The individual must also hold the following valid certifications or be able to obtain within six months of hiring:**

- CPR/AED for the Professional Rescuer
- American Red Cross Lifeguard certification (can get certified for the right candidate, must be able to pass the Red Cross pre-course).

**The following certifications are preferred:**

- American Red Cross Water Safety Instructor
- Certified Pool Operator

Work Remotely

- No