



## CITY OF PATASKALA, OHIO POSITION DESCRIPTION

---

<b>POSITION TITLE:</b>	Aquatic Facility Program Coordinator
<b>HOURLY PAY RATE:</b>	\$12.00 - \$14.00 per hour
<b>POSITION TERM:</b>	Seasonal (non-permanent)
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>POSITION REPORTS TO:</b>	Parks and Recreation Manager
<b>NUMBER OF OPENINGS:</b>	One (1)
<b>FLSA STATUS:</b>	Non-Exempt
<b>CIVIL SERVICE STATUS:</b>	Unclassified

### **JOB DESCRIPTION:**

#### **Basic Functions**

Under the close supervision of the Assistant manager, performs public relations, performs varied duties associated with administration and implementing, coordinating, and supervising the City's swim lesson program and adult swim program. Supervision is exercised over swim instructors. May be required to work as a Pool Manager. Work requires flexible hours (mornings and evenings). Must have a working cell phone and email address for contact purposes. Performs other work as required.

#### **Essential Functions**

Duties include, but are not limited to, the following:

- Develops, schedules and supervises the Pool's Swim Lesson Program.
- Supervises the operation and maintenance of the main swimming pool during the Swim Lesson program.
- Prepares correspondence, keeps records and makes reports.
- Conduct class registration, maintains class attendance and course records.
- Ensures the safety of class participants.
- Selects, Trains, supervises and evaluates swim lesson personnel.
- Ensures that safety regulations and standards are followed.
- Enforce rules and regulations and department policy of proper facility use.
- Receives citizen complaints and inquires and takes or recommends appropriate action.

- Monitors and supervises swim lesson usage by patrons.
- Opens and secures facility for swim lessons.
- Performs general housekeeping practices in the aquatic facility.
- Performs duties as assigned by Pool Manager when necessary.
- Teaches swim lessons when needed.
- Ability to balance and maintain proper pool chemical levels and performs basic pool maintenance

#### **HOURS:**

- Ability to work during all scheduled pool lessons morning and evening

#### **Safety**

- Follows established safety procedures
- Reports unsafe conditions to supervisor
- Assists with department housekeeping

#### **Other Duties**

- Other related duties as required or assigned by the Parks and Recreation Manager

#### **MINIMUM REQUIREMENTS FOR ENTRY TO POSITION**

- Must be at least 18 years of age at the time of hire
- Possess current Lifeguard Training, First Aid, and CPR-PR Certifications
- Open to become a certified pool operator
- Previous supervisory experience a plus
- Ability to work and enforce policy and procedure with no supervision
- Relate well with public and be highly reliable
- Attend regular in-services and meetings
- Ability to investigate and resolve citizen complaints and inquiries.
- Knowledge of public relations techniques
- Ability to establish and maintain effective working relationships with employees and the general public.
- Good knowledge of the techniques, materials and equipment used in the operations of a Swim Lesson program.

All applications will be reviewed and considered for qualifications. The City of Pataskala reserves the right to determine if an applicant meets the essential qualifications of the position.

The City of Pataskala is an equal opportunity employer

Posted: Thursday, January 30, 2020

Approved by City of Pataskala Personnel Board of Review – November 11, 2019