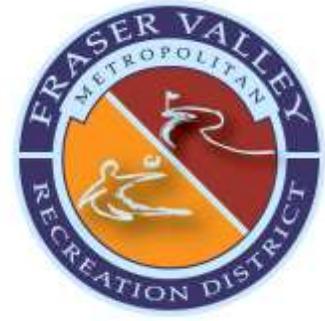


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Recreation Coordinator - Aquatics
CLASS: Full Time
PAY TYPE: Non-Exempt, hourly
PAY RANGE: \$12.00 - \$19.00/hour
SUPERVISOR: Recreation Center Manager

GENERAL STATEMENT OF DUTIES: Responsible for the hiring, training, scheduling, and management of the lifeguard staff, as well as working as a full-time lifeguard. Responsible for monitoring activities in aquatics areas to prevent accidents, provide assistance to swimmers, ensure safety, monitor chemical compliance, and overall cleanliness of GPCRC.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. The FVMRD reserves the right to modify or change the duties or essential functions of this job at any time.

- Recruit, retain, hire, train, schedule, and assist the Rec Center Manager in managing all aquatic personnel. Help plan, organize, and instruct all LGI trainings of current lifeguards and potential lifeguard applicants.
- Help plan, organize, and instruct all CPR/First Aid/AED trainings of current and future FVMRD employees.
- Act as liaison with the American Red Cross to ensure FVMRD staff maintains proper certifications. This includes FVMRD staff at all FVMRD facilities.
- Assist the Rec Center Manager in the recording and documentation of current lifeguard employee's certifications.
- Assist the Rec Center Manager in the development, implementation, and monitoring of the pool chemical control program to assure compliance with Local, State, and Federal operations and safety guidelines and standards.
- Directs and performs the tasks of a lifeguard, swim instructor (WSI), aquatic fitness trainer, pool chemical management (CPO), and custodial/maintenance duties on an as needed basis.
- Plan and implement safety audits for lifeguard staff monthly.
- Provide a high level of customer service throughout the GPCRC and adhere to the Customer Service Standards outlined by FVMRD.
- Responsible for interacting and providing a fun, safe, clean environment through high levels of customer service to all members and guests, as well as providing amazing experiences.
- Immediately rescue swimmers in danger of drowning and administer first aid as needed.
- Enforce pool rules and regulations; caution and educate guests of unsafe practices.
- Maintain a clean and orderly pool and adjoining areas to ensure safety of all guests.
- Conduct daily maintenance of the natatorium.
- Provide information and quality customer service.
- Assist in the maintenance, inventory control, and purchasing of pool equipment.
- Complete reports as needed for accidents, incidents, and illnesses that occur at the GPCRC. Respond accordingly to all accidents, incidents, and illnesses that occur at the GPCRC.
- Help with general maintenance and cleaning of the facility and notify staff of any safety issues.
- Serve on the FVRMD Safety Committee and assist in planning safety training for all FVMRD staff.
- Help children develop a sense of accomplishment and self-awareness of their aquatic abilities.
- Participate and aid in planning of promotional opportunities and meetings as required.
- Act as Manager on Duty as needed, for entire facility.
- Perform other related duties and assignments as needed.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Knowledge of Windows-based computer operating systems, including MS Office and Rec Trac.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with the general public, board members, staff, officials, instructors, parents, suppliers, and vendors.
- Ability to plan, coordinate, delegate, supervise, train, inspect, and evaluate the work of assigned staff and volunteers in an effective manner.
- Knowledge of safety policies, procedures, and practices.

- Demonstrate customer service/public relations skills including the ability to resolve/diffuse customer and parent issues and complaints.
- Knowledge of aquatic equipment and general maintenance, as well as applicable health and safety regulations.
- Ability to work scheduled and non-scheduled overtime, including evenings, weekends, and holidays if necessary.

EDUCATION, TRAINING AND EXPERIENCE:

- High School diploma or G.E.D. equivalent required.
- Minimum of two years lifeguard experience required.
- Must possess, or be able to obtain within 60 days, Aquatic Facility Operator and/or Pool Operator Certification.
- Red Cross Lifeguard Certification including CRP, First-Aid, AED and Oxygen Certifications required.
- Red Cross Lifeguard Instructor Certification preferred, or be able to obtain within 90 days.
- Must possess, or be able to obtain within 90 days, a valid Colorado driver's license.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The functions of this position are performed in work conditions found in an indoor recreation facility or an office environment.
- The noise level in the work environment is usually quiet while in the office, or moderate to loud when in the facility.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, and pool mechanical systems. The employee may occasionally be exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- This position requires working a flexible schedule depending on program needs, including working irregular hours during the day and evening, weekends, and holidays, and altering the work schedule as program needs change.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the position.

- While performing the duties of this job the employee is frequently required to walk, stand, sit, and talk or hear.
- The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee is required to be able to identify and evaluate field emergencies and to respond physically to those emergencies quickly and appropriately.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

Equal Opportunity Employer