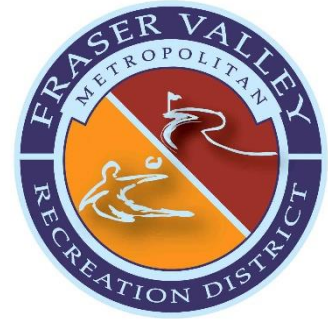


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Recreation Coordinator - Aquatics
CLASS: Full Time
PAY TYPE: Non-Exempt
PAY GRADE: 80
PAY RANGE: \$17.00 - \$24.00 per hour
SUPERVISOR: Recreation Supervisor - Aquatics

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES: Assist the Aquatics Supervisor in hiring, training, scheduling, and mentoring aquatic staff, as well as working as a full-time lifeguard when required. Monitor activities in the aquatics facility to prevent accidents, provide assistance to swimmers, and ensure safety. Interact and provide a fun, safe, clean environment and experience to the patrons in the aquatics facility.

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

- Supervise swimming activities in the aquatics facility and ensure that policies, guidelines, and safety procedures are followed.
- Warn swimmers of improper activities or danger, and enforce pool regulations and water safety policies.
- Administer first aid in the event of injury, rescue swimmers in distress or danger of drowning, and administer CPR when necessary.
- Evaluate conditions for safety and initiate the aquatics emergency action plan as required.
- Organize and conduct swim lesson programs.
- Assist in recruiting, hiring, training, scheduling, and mentoring lifeguards and swim instructors.
- 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.
- Assist in the recording and documentation of current lifeguard certifications.
- Maintain a clean and orderly pool and adjoining areas to ensure safety of all patrons.
- Complete pool maintenance logs and attendance logs.
- Conduct daily maintenance and cleaning of the aquatics facility and notify Aquatics Supervisor of any safety issues.
- Test pool chemicals with a Taylor or Palin test kit and adjust chemicals as needed.
- Assist in purchasing and maintenance of pool equipment.
- Respond to accidents, injuries, and illnesses that occur at the GPCRC; complete reports as needed for accidents, injuries, and illnesses.
- Participate and aide in planning of promotional opportunities, staff in-services and audits, and meetings as required.
- Perform other related duties as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Windows-based computer operating systems, including MS Office and Rec Trac.
- Knowledge of safety policies, procedures, and practices.
- Knowledge of methods and techniques for providing on-site emergency medical services.
- Knowledge of aquatic equipment and general maintenance, as well as applicable health and safety regulations.
- Excellent customer service skills including the ability to resolve/diffuse patron issues and complaints.
- Ability to remain calm and provide direction to aquatics staff and patrons in the event of an emergency.

- 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 staff members, patrons, and the general public.
- Ability to work evenings, weekends, and holidays as necessary.

EDUCATION, TRAINING, AND EXPERIENCE:

- High School diploma or G.E.D. equivalent required.
- Minimum of two years lifeguard experience required.
- Current Red Cross Lifeguard certification required.
- Aquatic Facility Operator and/or Pool Operator certification preferred, or be able to obtain within 90 days,
- Red Cross Lifeguard Instructor certification preferred, or be able to obtain within 90 days.

Work Environment: Work is performed in an indoor aquatics facility and may include periods of high activity. The noise level in the facility is consistently loud, and the air temperature is warm and humid. While performing the duties of this position, the employee occasionally works near moving mechanical parts and pool mechanical systems. The employee may occasionally be exposed to wet and dry conditions, fumes, and toxic or caustic chemicals. Employees will be required to read safety data sheets and understand all safety precautions when handling chemicals or hazardous cleaning materials.

Physical Requirements: While performing the duties of this position the employee is frequently required to walk, stand, sit, talk, hear, and see. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee is required to be able to identify and evaluate field emergencies and to respond physically to those emergencies quickly and appropriately. Headphones are not allowed to be worn during lifeguard shifts.

Fraser Valley Metropolitan Recreation District Benefits

Designated full time employees are eligible for benefits including:

- Medical, dental, and vision plans including spouse, domestic partner, and family coverage options
- Employer paid life insurance
- Retirement plan with 3.75% employer match and immediate 100% vesting
- Paid Holidays
- Paid vacation and sick leave time
- Additional recreation benefits at all FVMRD facilities

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

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date