



Parks and Recreation

Aquatics Programming Coordinator

SUMMARY:

The Vandalia Parks and Recreation Department's Aquatics Programming Coordinator works under the direction of the Vandalia Aquatics Manager, assisting with supervision, aquatic programming and instruction at the Vandalia Recreation Center and Cassel Hills Swimming Pool.

SUPERVISORY RESPONSIBILITIES:

The Aquatics Programming Coordinator provides oversight of Vandalia's aquatics facilities and their part time staff members.

DUTIES AND RESPONSIBILITIES:

- Assists in recruiting, mentoring, coordinating, evaluating and training part time staff
- In the Aquatic Manager's absence, oversees staff and patrons and aquatics operations and assists where necessary.
- Assists in developing and implementing Parks and Recreation policies, procedures and standards for safe and effective operation and maintenance of Cassel Hills Pool and the Vandalia Rec Center aquatics facility.
- Makes periodic inspections.
- Assists in planning and scheduling aquatics programs and swim lessons and the instructors for the lessons.
- Working with local public safety organizations, assists with the development of fire, first aid, and security programs and assists in the event of an emergency by communicating with necessary staff and enacting appropriate Emergency Action Procedures.
- Carries out additional responsibilities as directed.
- Some evening and weekend work IS REQUIRED.

QUALIFICATIONS:

- Current Lifeguarding, Professional CPR, AED, and Water Safety Instructor certifications are desired.
- Lifeguard Training Instructor (LGI) certification desirable.
- Certified Aquatic Facility Operator (AFO) or Certified Pool Operation (CPO) desirable.
- One to two years related experience in aquatic facility operation is preferred.
- Experience with Microsoft Office to include word processing, spreadsheets, email and web-based applications is required and familiarity with RecTrac or other recreation software is preferred.
- Strong supervisory, organizational and communication skills as well as programming and customer service knowledge and abilities.