



## City of Greenwood – Aquatics Coordinator

| <u>Greenwood Employment Application</u>                           |   |                         |                          |
|---|---|-------------------------|--------------------------|
| <b>Job Title:</b>   | Aquatics Coordinator  | <b>Job Category:</b>    | Non-exempt               |
| <b>Department/Group:</b>  | Parks and Recreation  | <b>Job Code:</b>        |                          |
| <b>Location:</b>  | Greenwood Aquatics Park   | <b>Travel Required:</b> | No                       |
| <b>Level/Salary Range:</b>  |   | <b>Position Type:</b>   | Part-time Seasonal       |
| <b>HR Contact:</b>  | Human Resources Coordinator   | <b>Supervisor:</b>      | Aquatics General Manager |
| <b>Fax or E-mail:</b><br>(317) 887-5868 or<br>HR@greenwood.in.gov | <b>Mail: City of Greenwood</b><br>Attention: Human Resources Department<br>300 South Madison Avenue<br>Greenwood, IN 46142  |                         |                          |
| <b>Job Purpose:</b>   | <b>Responsible for daily operations at the Greenwood Aquatics Park. Duties include, but are not limited to: water chemistry adjustments and basic facility cleanliness, seasonal coordination of program activities, staff supervision, and participant safety.</b> |                         |                          |

### Duties and Responsibilities:

- ☐ Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- ☐ Ensure that all aspects of aquatic facility operations are clean and safe.
- ☐ Assist with orientation, training, supervising, evaluation, and testing of aquatic staff.
- ☐ Lead staff on a daily basis and makes sure staff is prepared for duty. This includes: completing all assigned daily tasks and adherence to policies / procedures, etc.
- ☐ Assist with work schedules for employees and submit to the General Manager.
- ☐ Check filter and re-circulation systems every hour and record all flow and chemical readings and make adjustments as needed.
- ☐ Assist with the development of a complete program course offering including standard aquatic program offerings, special events and innovative and cutting edge classes.
- ☐ Assist with coordination, management and customer satisfaction for all programs including overseeing the teaching, coaching, instructing and assisting with lessons, water aerobics and other programs and special events at location in accordance with city affiliated and authorized instructional guidelines and protocol.
- ☐ Act as the decision making authority in the absence of the General Manager.
- ☐ Perform other related duties as assigned.

### Job Requirements:

- ☐ **Education:** High School Diploma with the ability to read, write and speak the English language.
- ☐ **Experience:** Formal understanding of aquatic management/supervision, chemical and filtration operations and with a



## City of Greenwood – Aquatics Coordinator

preference of previous aquatic supervision experience.

- **Knowledge, Skills and Abilities:** Must be First Aid and CPR certified. Must possess a valid driver’s license. Formal understanding and experience with the development and supervision of aquatic programming. Ability to enforce rules and follow all established protocols and guidelines. Ability to resolve conflicts between patrons, program participants and employees. Ability to make sound and rational decisions including exercising independent judgment, within parameters. Must remain current with all required licenses, certifications and in-service requirements. Must demonstrate satisfactory performance ratings on all safety and operational audits including program instructional audits.
- **Physical:** Ability to work evening or weekend hours a must. Operating assigned computers and equipment. Sitting, walking and standing for extended periods of time and lifting and carrying objects weighing up to 50 pounds.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Approved By: