

SNOHOMISH COUNTY JOB DESCRIPTION

TEMP- AQUATIC COORDINATOR, SEASONAL

Spec. No. 9155

BASIC FUNCTIONS

To provide effective, knowledgeable and skillful program leadership to the Aquatic Team and users of the McCollum Pool. Performs a variety of duties such as supervision, scheduling, administrative support, training, leadership and motivation of Aquatic Team. The Aquatic Coordinator reports to the Recreation Supervisor.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Schedules all aquatics staff and be responsible for appropriate staffing levels.
2. Supervises all aquatic staff and volunteers to assure alertness, promptness and firm rule enforcement consistent with written policies and common sense.
3. Conducts high quality swim lessons for all ages, abilities and skill levels.
4. Provides leadership, training and evaluation of a Learn to Swim Program.
5. Mentors and motivates staff to maintain a professional team environment and program, identifying potential safety concerns and preventing accidents.
6. Provides lifesaving skills, first aid and CPR when necessary.
7. Abides by and educate staff and customers on the policies and procedures of the Snohomish County Parks and Recreation Department and the Aquatic Policy and Procedures Manual.
8. Ensures clean locker rooms, staff areas and facility in accordance with Snohomish County Parks and Washington State Board of Health.
9. Takes and records Chemical Tests (and Spray Park as assigned). Assist with general Pool Filtration/Sanitation operations.
10. Sanitizes pool after contamination incidents.
11. Ensures attendance by staff for in-service training as scheduled.
12. Ensures maintenance of program files such as: certifications file, attendance, accident reports, class records, class lists, course outlines, progression cards, time cards, work schedules and other.
13. Prepares reports such as: daily facility, mid and end of season reviews, inventory, incident reports and other.
14. Performs labor-related tasks during periods of low attendance and poor weather days.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

15. Ensures that all accidents and incidents are reported and forms are filled out appropriately as provided.
16. Reports all damage requiring repair or replacement in the facility.
17. Assures that all safety precautions have been taken to remove hazards in the facility.
18. Completes three seasonal employee evaluations for all aquatics staff.
19. All other duties as required by the position or assigned by the Recreation Supervisor.

MINIMUM QUALIFICATIONS

Must be 20 years of age.

Must possess current certification in: Water Safety Instructor and Lifeguard Training.

Must be able to pass the aquatics swim test and perform the skills on the Skills Checklist.

Two seasons (800 hours) Head /Senior Lifeguard experience or equivalent.

PREFERRED QUALIFICATIONS

Lifeguard Instructor Certification.

Aquatic Facility Operator (AFO) Certification.

KNOWLEDGE AND ABILITIES

Knowledge of:

- evaluate, motivate and train aquatic staff
- aquatic program planning and administration
- public relations and customer service techniques
- strong interpersonal skills

Ability to:

- establish, maintain and support effective working relationships with staff, students and parents
- provide, develop and ensure the highest quality aquatics program possible
- ensure exceptional customer service
- remain flexible to changes in situation and schedules

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KNOWLEDGE AND ABILITIES (Continued)

- work a flexible schedule including early mornings, late evenings and weekends during the entire season
- resolve conflicts
- write reports

SUPERVISION

Work is under the supervision of the Parks and Recreation Supervisor.

WORKING CONDITIONS

Work is performed outdoors in varying weather conditions during the summer months at county owned pool. Employees work a flexible schedule which may include evening hours and weekends. On occasion, must be able to provide own transportation.

PHYSICAL ABILITIES

Hearing and speaking to exchange information, dexterity of hands and fingers to operate standard office machines and pool maintenance equipment, seeing to read and analyze chemical tests, sitting or standing for extended periods of time, kneeling or crouching and bending at the waist to conduct tests, lift patrons and or facility materials of 50 lbs. (With assistance if weight is greater.)

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Established: May 2008 as Temp – Aquatic Supervisor, Seasonal

Revised and Retitled: March 2010

Revised: February 2018

EEO: Category: 8 - Service and Maintenance Workers

Pay Grade: 231 – Classified Pay Plan

Workers Comp: 1501 - Hazardous