
Auburn University Job Description

Job Title:	Coord, Aquatics	Job Family:	No Family
Job Code:	AE51	Grade 31:	\$31,300 - \$52,100
FLSA status:	Exempt		

Job Summary

Responsible for the coordination and development of the Aquatics programs and facilities for the Department of Campus Recreation.

Essential Functions

1. Coordinates and operates the Recreational and Wellness Center outdoor swimming pool. Develops safety policies and procedures and daily operations. Maintains mechanical equipment for pool operation including water filtration and chemical purification systems.
2. Inspects pool and pool areas daily to ensure the proper level of maintenance and all equipment is in safe and proper working order. Prepares weekly and monthly maintenance and inspection reports on all equipment.
3. Develops aquatics programs that meet the needs of the Recreation and Wellness Center and student needs. Ensures safety of all programs and students while participating. Coordinates with other department professionals in scheduling courses for recreational and group fitness classes, non-credit instructional and certification courses, and recreational swimming and diving.
4. Manages student staff for the Aquatics program including; interviewing, screening, training, and scheduling staff.
5. Responsible for the oversight of certifications of lifeguard training, CPR- Professional Rescuer, CPR/AED, First Aid, and Child/Infant CPR certifications. Certifies, re-certifies, and trains Campus Recreation lifeguard staff.
6. Develops and administers departmental policies and procedures related to aquatics and aquatic risk management to ensure the safety of participants in all Campus recreation programs specifically aquatics.
7. Implements assessments that evaluate programs and facility quality, student learning and best practices in aquatics.
8. Responsible for the financial integrity of the program and all customer service and quality control measures. Recommends the purchase of aquatics equipment and maintains inventory controls. Maintains budget for all equipment, repairs, chemicals, and other purchases associated with pool maintenance.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Recreation, Sports Management, Exercise Physiology, Health Education, Physical Education, or related field.
Experience (yrs.)	2	Experience in aquatics administration, recreational programming or university or corporate health/fitness setting

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of aquatic facility operations and programs. Knowledge of financial management, marketing, and trends in aquatics education.

Certification or Licensure Requirements

Valid Driver's License, CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator), First Aid, American Red Cross Lifeguard Training Instructor (LGI), and American Red Cross Professional Rescuer Instructor. Certified Pool Operator (CPO) status must be obtained within 90 days of employment.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/12/2016
