

## Job Description

**Job Title:** Aquatics & Community Programming Coordinator

**Classification:** Non - Exempt

### **Job Summary:**

Will plan, direct and coordinate activities for the City of Oak Ridge North Parks and Recreation programs, including the Marilyn Edgar Park Aquatics Program. This includes oversight of use by the Oak Ridge North Otters swim team. The Aquatics and Community Programming Coordinator will hire and supervise lifeguards and any instructors, and is responsible for general maintenance of the pool, pool house and grounds. The Coordinator will work closely with the Director of Public Works for oversight of and support for park activities.

Will perform a variety of community support services for the City of Oak Ridge North. Plans, implements and manages community projects that meet the mission and goals of the City. Functions will include managing the "Home Revitalization Program (HRP)" with the goal to assist residents with community resources for home repairs and maintenance and to serve as a liaison to the Community Affairs Committee (CAC) by running the monthly CAC meeting and managing ongoing projects of the committee.

Furthermore, produces community publications including development and distribution of the City's quarterly newsletter. Plans and directs all city special events in coordination with other staff members and community volunteers. This position will also be required to assist different City departments as assigned.

Works under the general supervision of the Assistant to the City Manager.

### **Education and Experience Requirements:**

Bachelors' Degree in Parks and Recreation, Business, Marketing, or Communications preferred

Three to five years aquatics and/or park management experience

Lifeguard Instructor, Water Safety Instructor Required

Water Safety Instructor Trainer and Lifeguard Instructor Trainer Preferred

Certified Pool Operator Required

One to three years community programs experience

Experience with planning community events and/or producing publications

### **Skill and Ability Requirements:**

- Ability to establish and maintain effective working relationships with the general public, supervisor and co-workers
- Great oral and written communication skills
- Excellent interpersonal skills when interacting with team members, diverse communities, confrontational individuals, etc.
- Neat and professional appearance
- Ability to make decisions based on verified criteria
- Ability to perform a wide variety of different tasks without causing a loss of efficiency
- Works independently
- Skill in operating standard office equipment, including computer and related software (specifically, Microsoft Outlook, Adobe InDesign, Adobe Photoshop, and Adobe Illustrator.)

### **AQUATICS**

- Prepare pool for opening and closing each day during season
- Hire lifeguards and instructors

- Facilitate Red Cross certification courses for potential employees
- Plan, coordinate, direct and evaluate the work of City Aquatics Program employees
- Enforce the laws of the state and ordinances of the City in regards to management of the Pool
- Enforce pool rules and safety practices
- Administer First Aid, CPR, emergency and other safety procedures as required
- Manage and conduct swim lessons
- Manages and monitors budgeted revenues and expenditures for pool activities
- Plan, coordinate and direct Otters Swim Team use of Oak Ridge North pool
- Plan and coordinate community activities at the pool
- Collects pool pass receipts and distributes pool passes
- Collects receipts for revenue generating pool activities
- Prepares daily receipt reports and deposits receipts with Director of Finance on a daily basis
- Oversees daily maintenance of the pool and pool house including making recommendations for repairs and capital improvements
- Establish a relationship and work closely with the American Red Cross Regional Representative
- Active member in professional organizations such as Texas Public Pool Council and Texas Recreation and Parks Society
- Performs other related duties as required

#### **GENERAL COMMUNITY PROGRAMS**

- Coordinate with neighborhood associations, merchants, and others in the community to develop effective events or programs vital to the City
- Manages the “Home Revitalization Program” (HRP) including grant writing to support the program
- Meets with business owners and residents to discuss HRP or various community event participation as necessary
- Attends neighborhood association, community volunteer, and City Council meetings as necessary to present programs and/or coordinate programs
- Prepare and publish quarterly city newsletter
- Responds to and resolves public inquiries in a courteous, efficient and timely manner

**Other** - Valid Texas Class C Driver's License

#### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

The employee must be able to demonstrate Red Cross standards at any point, and if needed to conduct Red Cross classes.

#### **WORK ENVIRONMENT**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.