



CITY OF SEATTLE

Aquatic Center Coordinator

SALARY:	\$28.40 - \$33.11 Hourly
LOCATION:	Various - Seattle area, Washington
JOB TYPE:	Classified Civil Service, Regular, Part-Time
SHIFT:	Variable
DEPARTMENT:	Seattle Parks and Recreation
BARGAINING UNIT:	PTE, Local 17-Technical Unit
CLOSING DATE	03/24/15 04:00 PM Pacific Time

POSITION DESCRIPTION:

Please note that this process will be used to fill both full time and .75 PPT vacancies. For internal candidates: this process may also be used for upcoming OOC opportunities.

The successful candidate will develop, implement and evaluate comprehensive community aquatic recreation programs, supervise subordinate staff, and coordinate the daily operations of an aquatic center. This position reports to the Aquatic Manager.

JOB RESPONSIBILITIES:

Coordinate, plan, develop, implement, and evaluate comprehensive community aquatic recreation programs including instruction, fitness, recreation, therapy, special events, competitive swimming, and rentals. Hire, supervise and train lifeguard, instructional, pool maintenance and cashier personnel. Analyze and coordinate a wide range of community, aquatic recreation and therapeutic needs. Promote diversity in outreach, programs, partnerships, participants and staff. Provide leadership, modeling excellent workplace values and behaviors. Build teamwork and enhance the skills and abilities of staff. Ensure compliance with all policies and procedures and represent the Department positively within the community. Maintain records and reports concerning program operations, budgets, cash accounts, and safety. Coordinate, plan, and implement a variety of special aquatic events and programs. Work within the community to market and publicize programs and develop partnerships. Work with local and state organizations, agencies, groups, and stakeholders. Plan and implement comprehensive water safety, lifesaving, chemical safety, maintenance and personal safety training for staff. Act as the hazardous chemical site manager. Ensure that sanitary conditions are maintained in and around the pool area. Comprehend technical information. Occasionally perform lifeguard and instructional duties.

QUALIFICATIONS:

Required Qualifications: Two years increasingly responsible lifeguard experience as a qualified lifeguard, including some experience involving pool operations or pool management. The equivalent of a Bachelor's degree in Recreation, Recreation Administration, Physical Education or a related field (or a combination of education and/or training and/or experience which provides an equivalent background.) A current Red Cross Lifeguard Certification, a Red Cross First Aid Card, Red Cross CPR; Northwest Lifeguard Test (must be completed after hire), and a current Red Cross Water Safety Instructor certificate, or equivalent certified documentation. Equivalent certifications will be evaluated on a case by case basis. Red Cross certifications will be required within six months for individuals hired with equivalent certifications. Driver's License. Pass the Northwest Lifeguard Certification Test within two months of employment.

Desired Qualifications: Three years of experience supervising and/or managing an aquatic facility and staff. Two years experience working with community groups and organizations. Demonstrated experience with managing seamless customer service systems in a large organization. Two years experience working with Windows based office software; CLASS or other recreation registration software; experience with cash handling, security and financial management. A responsible hard-working individual who works well with diverse groups throughout the community with excellent customer service and problem solving skills. An individual who is creative, people oriented, resourceful and has excellent communication skills. Experience working in an urban environment. Experience working with immigrant and refugee populations. Experience working strategically. Experience developing special events and programs. Ability to be successful in a collaborative work environment that includes community centers and other recreation agencies, community agencies, and schools. Ability to develop and sustain partnerships and manage partnership agreements and other agreement/understanding documents. Should have a thorough knowledge of all aspects of swimming pool operation including business management, budgeting, marketing, programming, staffing and risk management. Bilingual skills such as Somali, Vietnamese, Amharic, Spanish, Oromo, etc.

<http://www.seattle.gov/jobs>
AQUATIC CENTER COORDINATOR
CA

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2015-00311

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.

Aquatic Center Coordinator Supplemental Questionnaire

* 1. Do you have a current Red Cross Lifeguard Certification?

Yes No

* 2. Do you have a current Red Cross First Aid Card?

Yes No

* 3. Do you have a current Red Cross CPR Card?

Yes No

* 4. Do you have a current Red Cross Water Safety Instructor Card

Yes No

* 5. Do you have a current and valid driver's license?

Yes No

* 6. Can you lift up to 50 pounds?

Yes No

* Required Question