



**POSITION OPENING
AQUATIC COORDINATOR**

Posted 11/27/2017

QUALIFICATIONS

- Current American Red Cross CPR for the Professional Rescuer, American Red Cross First Aid and American Red Cross Lifeguard Training, American Red Cross Water Safety Instructor (Water Safety Instructor certification within 6 months of hire date and LGT Instructor certifications within 1 year of hire date.
- Minimum two years aquatic experience which may include lifeguard duties, swim team experience, teaching, swim lessons, specialty classes, etc.
- Supervisory experience and skills
- Strong swimming and life saving techniques including backboard rescue.
- Strong leadership, problem solving, and organizational skills
- Alert, attentive and responsible.
- Communication and human relations abilities.
- Approved Criminal Background Investigation check.
- Passing of Pre-employment Drug Test
- Ability to pass Center prepared swim test.

SPECIAL WORKING CONDITIONS

- Full time, benefited, 40 hours per week; Benefits include health, dental and life insurance, Utah Retirement, optional 401 K plan; Available to work flexible hours including evenings, weekends and holidays.

SALARY

- **\$17.91 per hour (ENTRY LEVEL), dependent upon experience**

POSITION PURPOSE

- Responsible for ensuring the effective performance of lifeguard functions. Hires, trains, supervises, schedules, coordinates, and appraises lifeguard site supervisors and lifeguards. Ensures that all required certifications are current and that lifeguards are fully competent in performing water rescue procedures. Responsible for directing and administering all Boy Scout Programs. Ensure the safety of patrons in and around the pool by scheduling and training lifeguards. Works closely with Aquatic Program Coordinator with the coordination of any pool related programs, issues or scheduling directly involved in Aquatic Supervisor's responsibilities. Responsible for informing Aquatic Manager of any pool maintenance and repair needs or issues. Assists Aquatic Manager as duties assigned.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assumes responsibility for the effective performance of site supervisors, lifeguards and junior lifeguards.
- Assumes responsibility for ensuring optimal performance of lifeguards by hiring, scheduling, coordinating and conducting lifeguard meetings.
- Assumes responsibility for establishing and maintaining effective working relations with the Aquatic Manager and all other managers of the Service Area as necessary.
- Assumes responsibility for the scheduling and instruction of Boy Scout Merit Badge Classes or arranges for instructors.
- Assumes responsibility for other duties assigned by the Aquatic Manager, Director or Assistant Director or designate.

**SUBMIT RESUME'S TO
MELISSA RUFF, ADMINISTRATION OFFICE
melissa@cottonwoodheights.com**

Cottonwood Heights Parks and Recreation Service Area is an Equal Opportunity Employer without regard to race, color, religion, sex, age, physical or mental disability, National origin or veteran status