

WATER COORDINATOR

SALARY: \$22.00

HOURS: Up to a 48 hour a week maximum

DAYS: Sunday-Saturday

REPORTING TO: Park and Recreation Planner/Director

TRANSPORTATION: Car necessary

TRAVEL EXPENSES: Yes

QUALIFICATIONS: Five years water related administrative experience. All current required Red Cross certificates. These include but are not limited to Water Safety Instructor, Waterfront Lifeguard, Lifeguard Instructor, Lifeguard, Lifeguard Manager, Lifeguard Manager Instructor, and First Aid/CPR/AED/O2.

DUTIES: To work with the Parks and Recreation Planner in developing, organizing, and implementing a pool and waterfront program.

RESPONSIBILITIES:

1. To establish with the Parks and Recreation Planner the philosophy/objectives/philosophy for the pool and waterfront programs.
2. To interview and recommend for hiring staff for the pool and waterfront programs.
3. To run/oversee all courses needed to bring staff to the appropriate level in order to run a safe and successful program.
4. To establish and implement rules and regulations for the pool and waterfront programs.
5. To check and photocopy all credentials of each staff member.
6. To test (written & water) all potential staff and document.
7. To make sure all Lifeguard staff has had a physical and a photocopy is available.
8. To carry-out all departmental policies and regulations.
9. To oversee all scheduling and to insure that there is sufficient staff at all pools and at the waterfront.
10. To oversee the daily operations of the pool and waterfront programs.
11. To collect on a daily basis accident reports and turn them into the Recreation office for follow-up.
12. To collect on a weekly basis attendance and time sheets and turn into the Recreation Office.
13. To provide a written weekly recap of the pool and waterfront programs to the Park and Recreation Planner on the events of interest for that week.
14. To obtain and distribute checks to your pool and waterfront staff.
15. To conduct two staff and one program evaluation.
16. To be the liaison between the office, staff, and parents.
17. To work with the representatives of other programs to schedule participants on the pools and at the waterfront.
18. Keep a step-by-step book of all information dealing with your program, to be turned into the Parks and Recreation Planner.
19. To meet with the Park and Recreation Planner daily.
20. To handle all program related situations as they might occur.
21. Oversee covid protocols as determined by the Department, Board of Health and state Health Department.
22. To perform all other duties as needed.

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