



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
AQUATICS PROGRAM COORDINATOR
(RECREATION PROGRAMS DIVISION)
PARKS, RECREATION AND TOURISM

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
Fax: (757) 926-1825

GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for developing, coordinating, and implementing aquatics programs and activities. Reports to the Aquatics Supervisor.

ESSENTIAL JOB FUNCTIONS

Develops, coordinates, and implements aquatics programs and activities to meet community needs such as water safety and fitness classes, competitive swim teams, group rentals, etc; ensures effective staffing, scheduling, registration and marketing strategies are utilized. Coordinates processes, and records financial and budget information and transactions; maintains office and equipment inventories and purchases supplies and equipment as needed.

Responsible for the effective supervision and administration of the aquatics program to include monitoring expenditures, staff development and training, succession planning, performance management, employee relations, prioritizing and assigning work and related activities and evaluates resource needs and manages the effective deployment of resources.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Recreational Programming – Extensive knowledge of recreational programming and recreational facility operations for the aquatics program.
- Safety - Knowledge of occupational hazards, safety precautions, and safety regulations related to recreational activities and other work related precautions.
- Supervision – Knowledge of leadership techniques, principles, and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Customer Service – Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

REQUIRED SKILLS

- **Critical Thinking** – Using logic and reasoning to understand, analyze, and evaluate complex situation and then to research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to the situation.
- **Interpersonal Relationships** – Develops and maintains cooperative and courteous relationships with employees, managers, representatives from other departments and organizations. Shares knowledge with staff for mutual and departmental benefit.
- **Computer Skills** – Utilizes a personal computer with word processing, spreadsheet and related software with reasonable speed and accuracy.

REQUIRED ABILITIES

- **Coordination of Work** – Ability to establish and implement effective administrative programs and procedures. Establishes priorities for the completion of work in accordance with sound time-management methodology. Attends and maintains a calendar for meetings, deadlines and events. Performs a broad range of supervisory responsibilities over others.
- **Communication** – Excellent ability to communicate ideas and proposals effectively to diverse audiences to include preparing and conducting training, preparation of reports, and policies. Excellent ability to listen and understand information and ideas presented verbally and in writing. Ability to handle a variety of issues with tact and diplomacy in a confidential manner.
- **Accounting and Budgeting** – Ability to perform arithmetic, algebraic, and statistical applications to perform purchasing and financial transactions. Ability to employ economic and accounting principles and practices in the analysis and reporting of budgeting data.

EDUCATION AND EXPERIENCE

Requires a Bachelor's Degree in Recreation, Leisure Studies, Therapeutic Recreation or a related field and 3-5 years professional recreational programs experience with 1-2 years of lead or supervisory experience or an equivalent combination of education and experience.

Requires the following certifications from the American Red Cross, or equivalent agency: Lifeguard, Water Safety Instructor, First Aid, CPR and Certified Pool Operator. AED for the Professional Rescuer and Oxygen Administration Water Safety Instructor Trainer certifications are preferred.

ADDITIONAL REQUIREMENTS

Requires satisfactory results from a pre-employment medical evaluation; pre-employment substance abuse testing and is subject to random alcohol and controlled substance testing.

An acceptable general background check to include a local and state criminal history and sex offender registry check.

A valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing to include climbing ladders, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate sounds, odors, depth, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Performance of essential functions may require exposure to adverse environmental conditions, such as, odor, fumes, wetness, water hazards, temperature and weather extremes, hazardous materials, infectious disease, or rude/irate customers.