

Job Description

Des Moines Pool Metropolitan Park District
22015 Marine View Drive S
Des Moines WA 98198

Job Title: Aquatics Coordinator

Reports to: Aquatics Manager

Classification: Non-exempt, full-time, 40 hours per week

Compensation: \$48,000 to \$54,000 annual, \$23 to \$26 per hour plus 16% for benefits

Deadline: Wednesday, November 29, 2017 at 5:00 p.m. P.S.T.

Background:

The Des Moines Pool Metropolitan Park District (The District) was formed in December 2009 as a new municipal corporation. Its purpose is to operate the Mt. Rainier Swimming Pool in Des Moines WA. Currently the District is conducting an Aquatic Feasibility Study to help determine the future of aquatics in Des Moines.

After years of operation by an outside contractor, the District is now embarking on direct operation of the Mt. Rainier Pool. The Aquatics Coordinator will be involved in day-to-day operational aspects of the Mt. Rainier Pool.

Position Summary:

Aquatics Coordinator's key responsibilities will be to

- Participate with the recruitment, interviewing, hiring, training, certification and performance of aquatic staff including supervising the day-to-day activities of the staff.
- Help ensure that all appropriate water, environmental, health and safety standards are maintained and that the pool is current on all necessary certifications required for operation including water chemistry, climate control, cleanliness and related maintenance.
- Assist the Aquatics Manager in developing aquatic programming and scheduling staff and program events.
- Will manage the facility in absence of Aquatics Manager.
- Will be the evening and Saturday supervisor.
- Other duties as assigned.

Staffing & Training:

- Lead water safety and life guard instruction.

- Conduct in-service training sessions for staff and ensure compliance with District standards by staff.

Financial:

- Provide back up to the Aquatics Manager for cash processes, daily bank deposits and fiduciary functions at the pool facility.
- Support the accurate and timely submittal of staff time-cards.
- Utilize the District's standard procurement and invoicing processes.

Administration:

- Oversee processes and maintain records of operational facility usage, monitor and maintain inventories of pool equipment and supplies.
- Familiar with WAC 246-260 (related to water recreation) and RCW 35.61 (metropolitan park districts) and RCW 70.90 (water recreation).

Minimum Qualifications:

Education and Experience:

- A minimum of two years' experience in aquatics.
- A bachelor degree or combination of education, skills and experiences that demonstrate competency in fulfilling the job requirements.

Certifications:

- Current Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) or can be certified within three months of hire date.
- Current lifeguard and lifeguard instructor certification from American Red Cross (or equivalent).
- Current Water Safety certificate.
- Current CPR for the Professional Rescuer, AED and First Aid certificates.
- Current Water Safety Instructor certificate.

Knowledge:

- Experience in developing, scheduling and coordinating high-quality aquatic programming.
- Desired: General knowledge of swimming pool systems and operation, such as filtration systems, chemical controllers and feeders, HVAC, safety systems, pumps and electric motors or a willingness to learn.
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Skills:

- Ability to model organization team work to exceptional performance levels, exhibit positive work ethic and to integrate efforts of the entire organization
- Working under direction of the Aquatics Manager, identify problems, collect data and analyze situations, identify options, make recommendations, implement action plans, monitor progress, measure success and continue improvement.
- Beginner level proficiency with Microsoft Word and Excel.
- Strong written and verbal communication skills.

Attributes:

- Works well with people, treating everyone with respect and building trust.
- Takes appropriate initiative.
- Timely follow through on commitments.
- Delivers high quality work performance.
- Projects and maintains a positive image always.
- Works well as a team member/leader in all interactions.
- Provides consistent high quality service.
- Always puts safety first.
- Able to set and achieve goals with a strategy of continuous improvement.
- Maintains focus and achieves results relying on facts and data to support recommendations.

Other Considerations:

- Must be able to maintain flexible work hours spread over days and times of pool operation especially evening and weekend hours.
- Must possess a Washington state driver's license and a driving record free of moving violations for the past three years.
- Must be able to pass a WSP & FBI background check.
- Must be able to work a full-time flexible schedule where shifts may be assigned opening, closing, or weekends, depending on the need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Working with chemicals on a regular basis, including DE and Chlorine and understand the proper handling of said chemicals.