

Job Description

Des Moines Pool Metropolitan Park District
Mount Rainier Pool
22722 19th Avenue South
Des Moines WA 98198

Job Title: Aquatics Coordinator

Reports to: Aquatics Manager

Classification: Exempt, full-time, 40 hours per week.

Compensation: Starting at \$61,194-\$74,443 per year (DOE) plus 16% for benefits* (*Benefits process is currently under review.*)

Deadline: 5:00pm on March 24, 2022

Background:

The Mount Rainier Pool is located in South King County. It is centrally located along Puget Sound between Seattle and Tacoma with access to public transportation. The District is a learning organization that values training its staff and supports leadership at all levels. The District strives towards equity and providing staff with a good work-life balance.

The Aquatics Coordinator is part of the pool's management team and involved in day-to-day operational and supervisory aspects of the Mt. Rainier Pool.

Position Summary:

Aquatics Coordinator's key responsibilities will be to:

- Lead staff for 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 and other Aquatics Coordinator in developing aquatic programming and scheduling staff and program events.
- Will be the weekend afternoon and weekday morning on-site supervisor. Estimated schedule will be Tuesday through Saturday during the summer (June-August) and Sunday through Wednesday during the school year. (*Note management staff will work with staff to have occasional vacation week.*)
- Monitor the daily operation of the aquatic center, including the administration of programs, coordination of Aquatics staff, and general customer service.

- Promote water safety education, health and fitness, and recreation through aquatic activities.
- Supervise and provide support to Aquatics staff, including orientations, trainings, procedure development and revision, evaluations, scheduling, and job performance support.
- Assure proper training and certification of staff per applicable regulations and per District policy.
- Oversee and train aquatic facility staff; develop and conduct training on emergency procedures, lifeguarding, instruction, customer service, cleaning, and other staff tasks.
- Assist with scheduling of programs and use of the aquatic facility.
- Provide customer service oversight. Respond to escalated questions and concerns.
- Helps oversee Civic Rec operation, including POS systems, registration, customer account management, memberships, and activity management. Develop, implement, and revise as needed procedures for utilizing Civic Rec.
- Assist with the planning, developing, and implementing of internal operating policies for the District.
- Helps monitor revenue collection procedures.

Staffing & Training:

- Lead water safety and lifeguard 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
- Supports the accurate and timely submittal of staff time management and payroll process through When-I-Work

Administration:

- Helps 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
- An associate's 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 six months of hire date

- Current lifeguard and lifeguard instructor certification from American Red Cross
- Current Water Safety Instructor certificate or can be certified within six months of hire date

Knowledge

- Experience in developing, scheduling and coordinating high-quality aquatic programming
- Desired/Plus: 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

Skills

- Be proficient to pass lifeguard prerequisite test at time of hiring
- Be proficient in swim technique and ability to teach others
- 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
- Proficiency with CivicRec or similar registration management system a plus
- 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 driver's license
- 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

Desired Qualifications:

The ideal candidate will be committed to breaking down barriers that historically have prevented equity and inclusion within the swimming community. Our mission is to provide a safe and positive environment for all members of our community, regardless of race, gender, ethnicity, belief, or economic circumstance, to participate in swimming.

Benefits and Work-Life:

The Mount Rainier Pool strives to support its staff. We are a learning organization that stresses leadership-at-all-levels. We offer support on free trainings and will work when a win-win situation for flexible schedules and an optional one day a week to work remotely. We are also reviewing our benefit packages to help better support our staff. We are looking for people with a growth mindset.

How to Apply

To be considered for hire we require an Employment Application, resume, and cover letter. An application can be obtained at www.mtrainierpool.com or [click here](#) to visit our employment page.

When completed, please email to Quentin Knox, Aquatics Manager, at quentin.knox@desmoinespool.org or mailed to the address below.

Quentin Knox, Aquatics Manager
22722 19th Avenue South, Des Moines, WA 98198
(206) 824-4722