

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. As every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may reasonably be considered incidental in the performing of their duties as though they were included in this job description.

AQUATIC COORDINATOR

Department: Public Services

Division: Recreation

Work Schedule:

- **Flexible Part-Time Schedules.**
 - Typically, a coordinator will work 20-30 hours per week. Scheduled work times can range between 4:30 AM – 10:30 PM 7 days a week, including Holidays
 - Marshall White Center Pool | Year-round Facility | Opening Spring 2025
 - Lorin Farr Swimming Pool | Summer Only Season

Rate of pay: \$15 – \$22 per hour

- Wage dependent on prior experience
 - Typically hired at the minimum rate.
 - Wage increases can but are not limited to the following
 - American Red Cross Certifications (e.g., [LGI] [WSIT] certifications)

POSITION SUMMARY

The Aquatic Coordinator assists in the daily management and operation of aquatic facilities, including supervising lifeguards, instructors, and attendants, ensuring compliance with safety and health regulations, and coordinating programs and events. This position plays a critical role in creating a safe and engaging environment for patrons while supporting the development and execution of aquatic programs.

REQUIREMENTS

- Must be at least 18 years of age.
- Minimum of 2 years of experience in aquatics or recreation management.
- Current certifications in American Red Cross Lifeguarding, CPR/AED, and First Aid (required).
- Water Safety Instructor (WSI) and/or Lifeguard Instructor (LGI) certification preferred.
- Experience in supervising staff and coordinating programs.
- CPO or AFO Certification (Within 6 months of Hire)

ESSENTIAL JOB FUNCTIONS

- Strong leadership and organizational skills to manage staff and oversee operations.
- Excellent communication and interpersonal abilities to work effectively with patrons and team members.
- Ability to prioritize tasks, solve problems, and make decisions in high-pressure situations.
- Proficient in pool safety procedures, chemical handling, and emergency response protocols.
- Competence in using scheduling software and maintaining records.

- Supervise and support lifeguards, instructors, aquatic attendants, and other pool staff to ensure smooth facility operations.
- Monitor and maintain compliance with local, state, and federal safety and health regulations, including pool chemical standards and facility cleanliness.
- Assist in scheduling staff shifts, managing time-off requests, and ensuring adequate coverage for all operational hours.
- Coordinate and oversee aquatic programs, including swim lessons, water aerobics, and special events.
- Act as a point of contact for patrons, addressing concerns, resolving conflicts, and ensuring excellent customer service.
- Conduct safety checks, audits, and in-service training sessions for staff to reinforce lifeguarding and emergency response skills.
- Assist in maintaining pool equipment, reporting maintenance needs, and coordinating repairs with the appropriate personnel.
- Maintain accurate records, including staff certifications, pool chemical levels, and incident reports.
- Participate in budget management by monitoring program expenses and assisting in resource allocation.
- Serve as a lead responder for emergencies, coordinating with lifeguards and other staff as needed.
- Other duties as assigned.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Ability to lift a person off the bottom and out of the water (average weight 150 lbs.).
- Ability to push, pull, or lift 20 pounds (frequently), 50 pounds (occasionally), and 150+ pounds (rarely).
- Perform all physical skills required for lifeguard, first aid, and CPR certifications and in-service trainings.
- Ability to stand or sit for long periods of time in varying outside air temperatures and climate conditions.
- Must have sufficient hearing to perform the duties of the job.
- While performing duties of this job, employee is occasionally required to climb, balance, jump, stoop, kneel, or crouch.
- Ability to safely climb to, and quickly exit, from heights up to 8 feet.
- Ability to walk, run, jump, or stand on uneven terrain.
- Work involves some exposure to hazards or physical risks associated with responding to aquatic emergencies.
- Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, chemicals, unpleasant odors, and/or loud noises.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com until **filled**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

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