

## **CITY OF BURBANK**

### **AQUATIC PROGRAM COORDINATOR**

#### **DEFINITION**

Under direction, to be responsible for the operation of the City's pool facilities and aquatic program; develops, coordinates, organizes, and plans program activities, classes and registrations, contractual services, and special events; and perform related work as required.

#### **ESSENTIAL FUNCTIONS**

Coordinates and schedules the operation of the City's aquatic facilities; supervises, evaluates, plans, schedules, and promotes diversified aquatic programs, including swim instruction, contract classes, special events, lap swimming, and the development of a swim and diving team; conducts in-service training and rescue drills for staff; ensures the daily monitoring by staff of pool revenue, attendance, accident and/or incidents, air and water temperature, chlorine and acid content; assists with facility maintenance and identifies facility equipment needs, and promptly submits reports documenting these factors; inspects for unsafe conditions or practices and recommends corrective actions; complies with and directs personnel to comply with and conform to departmental rules and regulations, City policies and procedures, and local, state, and federal laws; supervises, and evaluates the work of employees; coordinates the activities of volunteers; develops and maintains relationships with community partners and user groups to include additional affiliations and revenue sources; assists in the recruitment, screening, and selection of aquatic personnel; reviews experience and quality assessments of potential contractors; assists with budget preparation; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards:**

- Knowledge of - standard pool operation and management techniques; pool filter systems and water maintenance conditions; safe handling and use of pool chemicals; applicable safety precautions and procedures related to aquatic programs and facilities to which assigned; recreation and leadership techniques; cash accounting; basic budgeting.
- Ability to - practice standard pool operation and management techniques; plan and schedule pool programs, operations and facility maintenance; supervise employees and direct the work of others; perform basic mathematical computations; understand and explain written material, policies, rules, and regulations; take remedial actions to prevent unsafe practices and conditions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Graduation from an accredited college or university with major work in leisure studies or a closely related field and two years of paid leadership experience in a recreational, cultural, or community services program. NOTE: A degree is preferred; however, additional paid leadership experience may be substituted for the required education on a year-for-year basis for a maximum of two years. A Master's Degree in Leisure Studies or a closely related field may be substituted for one year of the required paid leadership experience.

**License & Certificates:** A valid California Class “C” driver’s license or equivalent, a valid First Aid Certificate which meets Emergency Medical Service Authority requirements, a valid Water Safety Instructor’s Certificate, and a valid Lifeguard Certificate from authorized providers, as determined by the Management Services department, at time of appointment. Valid Cardiopulmonary Resuscitation (CPR) and Communicable Disease Certificates from authorized providers, as determined by the Management Services department, within two weeks of appointment.

#### **SUPPLEMENTAL INFORMATION**

**Desirable Qualifications:** One season (320 hours) at the level of Senior Lifeguard or equivalent.