

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Aquatics Coordinator I and II  
**DEPARTMENT:** Recreation  
**REPORTS TO:** Aquatics and Fitness Center Supervisor

**SALARY GRADE:** 14 & 15  
**FLSA STATUS:** N  
**DATE:** 03/2009

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

Develops and implements aquatic and fitness programs and activities, and supervises the activities and programs conducted at the City's indoor and outdoor pools.

**ESSENTIAL JOB FUNCTIONS:**

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws, including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; approving leave requests; and addressing complaints and resolving problems.

Plans, organizes and implements special aquatic and fitness programs and events, including the scheduling of staff, facilities and equipment and the acquisition of supplies and services in accordance with city purchasing and personnel procedures.

Trains and recertifies part time and seasonal employees including orientation of new employees, planning and conducting new training and recertification classes, and analyzing and evaluating programs for improvement.

Operates the aquatic and fitness center, opens and closes the facility, safeguards cash and valuables and requisitions supplies. Monitors aquatic and fitness activities, issues equipment, interprets and enforces rules and resolves disputes.

Greets visitors to the Aquatic and Fitness Center, explains rules, activity registrations and operations and enforces rules and regulations, handles complaints and inquiries.

Assists in facility maintenance, building supervision and record keeping for the Aquatic and Fitness Center including upkeep and maintenance of the pools, reporting of safety hazards, and diagnosing problems.

Assists in the preparation of public information material, flyers, signs, exhibits, news releases, ads, etc.

Serves as a community liaison and customer service representative to citizens and guests of the facility.

Purchases and maintains inventory of necessary aquatics supplies and equipment including researching prices and vendors, and purchasing, distributing, stocking and maintaining supplies.

Prepares complex, routine and non-routine reports; receives, sorts, and summarizes material for the preparation of reports; prepares work reports.

**IMPORTANT JOB FUNCTIONS:**

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

|                                  |                          |                              |
|----------------------------------|--------------------------|------------------------------|
| Computerized Cash Register       | Recirculation Systems    | Pool Chemical Feeders        |
| Pool Vacuums                     | Cleaning Equipment       | Standard Pool Equipment      |
| Automated External Defibrillator | Rescue Equipment         | Computer                     |
| CPR Training Equipment           | General Office Equipment | Fitness & Exercise Equipment |

**MINIMUM QUALIFICATIONS REQUIRED:**

**Aquatics Coordinator I:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Recreation, Physical Education or Kinesiology, or a related field; with additional training desirable and,

One year of progressively responsible related experience in an aquatic facility.

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Aquatics Coordinator II:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Recreation, Physical Education or Kinesiology, or a related field; with additional training desirable and,

Three to four years of progressively responsible related experience in an aquatic facility.

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Prince George's County Pool Operator's License

American Red Cross Lifeguard Training Certification

American Red Cross First Aid Certification

American Red Cross Water Safety Certification preferred

American Council on Exercise Certification required within three months of employment

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

The facilities, operations, equipment, and techniques used in a comprehensive aquatic and fitness recreation program.

The operation, maintenance, and water chemistry of pools and their recirculation systems; pool and spa filtration system, chemical controllers.

The operation and maintenance of fitness equipment including, but not limited to: exercise bikes, treadmills, ergonomic rowers, stair climbers and Nautilus weight machines.

The aquatic and fitness programming administered by the City.

The methods, techniques and equipment involved in organizing, conducting, operating and supervising the city's aquatic and fitness programs.

The philosophy and objectives of municipal recreation.

All computer applications and hardware related to performance of the essential functions of the job.

Department organization, standard operating guidelines and policies, rules, and regulations.

**Skill in:**

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

**Mental and Physical Abilities:**

Ability to develop, coordinate, implement, and improve the varied classes, programs, and events involved in an aquatics recreation program.

Ability to remain calm, use good judgment, and be effective when dealing with emergency situations, disruptive and/or disgruntled patrons, and high patron volume.

Ability to lead and supervise others.

Ability to work without close supervision.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand; walk; sit; use hands to finger, handle, feel or keyboard; speak and hear; use color, texture, sound, shape and odor perception; push, pull and/or lift up to 50 to 75 pounds.

**Working Conditions:**

Work is performed in an office and aquatics facility exposing the employee to conditions such as fumes, noxious odors, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet to moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.