



EFFECTIVE DATE:
May 2025

AQUATICS COORDINATOR
DEPARTMENT: PARKS AND RECREATION
JOB CLASSIFICATION: FULL TIME
SAFETY SENSITIVE: YES

TechNet #1148
PAY GRADE 7
[PAY GRADES LINK](#)

GENERAL PURPOSE

Under the general guidance and direction of the Aquatics Supervisor, this position supervises and schedules lifeguard staff and assists with a variety of programs specific to aquatic facilities available at the FitCity Center.

ESSENTIAL FUNCTIONS

- With the Aquatics Supervisor - plans, coordinates, and directs the aquatic functions of the Recreation Center.
- Ensures life safety for all patrons in the aquatic area.
- Performs various administrative duties, including employee hiring, training, supervision, scheduling, and performance evaluations.
- Develops and implements policies and procedures as needed.
- Oversees aquatic activity including open swim, hiring, training, and scheduling and positioning of lifeguards.
- Assists Aquatics Supervisor to ensure all aquatic staff have the proper training, May take lead in providing regular in-service training.
- Resolves customer concerns, troubleshoots, resolves problems, enforces rules and regulations to ensure a safe, high quality, pleasant recreation environment for patrons,
- Oversees recruiting and the new hire process for lifeguards and swim instructor employees associated with the facility.
- Assist in cleaning the aquatic facilities and may assist in the correct balance of pool chemicals
- Must be able to perform the physical demands of the job, including frequently lifting up to 50 pounds without assistance, and up to 150 pounds with assistance and without difficulty.
- Must be able to meet attendance and punctuality requirements for this position, including working some nights and weekends.
- Must abide by all city policies and procedures. Must establish and maintain effective working relationships with staff, volunteers, community organizations, members and guests, governmental agencies, contractors and

- vendors.
- Applicants will be required to submit to a criminal background check and drug test.
- Performs other duties as assigned.

POSITION QUALIFICATIONS

- Education and Experience: Two years of increasing responsibilities in the administration of aquatic programming, including management and supervisory experience. Or any combination of experience and training that would likely provide the required knowledge and ability.
- Must possess these current Red Cross Certifications: Lifeguard Training (LGT), Water Safety Instructor (WSI), CPR for the Professional Rescuer, Lifeguard Instructor (LGI). Must have or obtain within 6 months of hire date: Aquatics Facility Operator or Certified Pool Operator certification.
- Necessary Knowledge, Skills, and Abilities: Leadership; ability to supervise and communicate effectively with subordinates and co-workers; develop a highly functioning team and a culture that is consistent with the department. Understanding of policies and procedures. Working knowledge of word processing and spreadsheet programs. Ability to represent the department in a professional manner to the general public. Organizational, marketing, public relations, scheduling and budgeting skills.
- Special Requirements: Valid Utah Driver License.