



245 East Bonita Avenue
San Dimas, CA 91773-3002

AQUATICS COORDINATOR

The Position

Under direction to assist in the operation and management of the San Dimas Swim & Racquet Club; to supervise personnel and activities; to enforce health and safety standards; and to perform related duties as required.

Representative Duties

Assist in the development of marketing and advertising of Club programs.

Assist in the recruitment, selection, training, assignment, and evaluation of part-time personnel.

Respond to emergency situations as required.

Assist in the supervision of cashier's office operations.

Assist in implementing aquatic programs; including swimming lessons, recreation swimming, swim team and lap swimming.

Responsible for maintaining accurate records of participate registration and revenue generation.

Desirable Qualifications

Knowledge of:

American Red Cross instructional levels of aquatic courses.

Maintenance techniques and operation of public pools.

City, county and state administrative laws, regulations and maintenance requirements governing the operation of public pools.

Principles of competitive swimming.

Ability to:

Assist in hiring, training, supervising, and evaluating Swim & Racquet Club personnel.

Provide excellent customer service and maintain effective relationships with all patrons and staff.

Communicate clearly and concisely both orally and in writing.

Perform CPR and First Aid.

Teach swimming courses to all ages.

Prepare accurate records and reports.

Explain and enforce policies, rules and regulations.

Detect and prevent unsafe situations by enforcing facility rules and supervising regular maintenance.

Experience and Education

Minimum of two years of supervisory aquatic experience in a municipal or commercial setting.

Possession of the equivalent of two years of college level courses in recreation, physical education or related field

Required Certificates

Possession of current American Red Cross Water Safety Instructor, Lifeguard Training including First Aid and CPR for the professional rescuer, California Title 22 (EMSA) certificate.

Possession of a valid California Driver's license.

Special Requirements

Ability to sit, stand, walk, kneel, crouch, stoop, twist, climb, swim and lift up to 100 pounds; exposure to heat, noise, outdoors, and chemicals.