



**PROGRAM COORDINATOR - AQUATICS
WILLOUGHBY PARKS & RECREATION DEPARTMENT**

The City of Willoughby is seeking an exceptional individual for the position of Program Coordinator for our Recreation department. This beautiful suburban community contains over a dozen parks, two municipal pools and a bustling senior center that services as a recreation center for the rest of the city on nights and weekends.

This is a full-time, salary position that will report to the Director of Parks and Recreation. The successful candidate must possess a degree in Parks and Recreation or a closely related field and one (1) or more years of previous experience, be team oriented, creative, self-motivated, and enthusiastic with exceptional leadership and collaboration skills and possess strong communication and interpersonal skills. The Program Coordinator must have a valid CDL with passenger and air brake endorsements or obtain one within a specified amount of time from the date of hire. If a candidate does not possess a CDL, a valid state issued driver's license is required.

The successful candidate will supervise all aquatics operations (Outdoor pools only) including programming, personnel, facilities. Requires First Aid, CPR/AED for the Professional Rescuer certification, Lifeguard Training certification, Water Safety Instructor certification, and either Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification. Preferred certifications include Lifeguard Training Instructor (LGI) and Water Safety Instructor Trainer (WSIT) certification. In the off season, the candidate will help with adult trips and special events.

Salary commensurate with education and experience.

Interested candidates should send a resume along with a salary history to Director of Parks and Recreation, Willoughby City Hall, 1 Public Square, Willoughby, OH 44094 or via email to hrjobs@willoughbyohio.com. Applications accepted until position is filled. Refer to <http://willoughbyohio.com/government/employment/> for more details

AN EQUAL OPPORTUNITY EMPLOYER

See next page for Full Job Description



PARKS AND RECREATION PROGRAM COORDINATOR - AQUATICS

RESPONSIBILITY: Under general direction, plans, organizes, coordinates and implements recreational, social, education and transportation programs and activities for citizens of all socio-economic groups and varying age groups and is responsible for the overall aquatic operation (1 outdoor pool) offered through the Parks and Recreation Department including recruiting, interviewing, training and coordinating the activities and supervising instructors, volunteers or employees. In the off season, the incumbent will coordinate special events and adult trips and will be responsible for the transportation aspect of their programs, whether that be driving a passenger van or large commercial-size bus, or creating a transportation schedule.

ESSENTIAL DUTIES: (These are examples only. Any employee may be required to perform other duties in an emergency, or for short periods of time when substituting for another worker who is on authorized leave without any change in title or rate of pay.)

Manages aquatic facilities; monitors and maintains proper chemical water balance; monitors numerous chlorination and water filtration systems; coordinates daily cleaning of aquatic facilities; coordinates maintenance of pumps and filtration systems; enforces facility security policies; ensures public safety and cleanliness of aquatics facilities.

Supervises and assigns part-time and seasonal staff; recruits, interviews, and hires employees; provides proper training; conducts performance evaluations; approves leave; makes recommendations for discipline; prepares and submits timesheets for payroll; ensures concession and pool revenues are accounted for on a daily basis.

Maintains work schedules of staff to ensure safe supervision of all public swim times and rentals; coordinates services offered; schedules use of pool by swim teams and user groups; oversees contracts for rental of aquatic facilities.

Plans, organizes, and implements seasonal aquatic programming and recreational, social educational and transportation programs and activities in the off season including determining type of program or activity, target group, fee schedule, costing, scheduling, making necessary arrangements, engaging instructions or conducting/facility activity, developing operations manual and evaluating success and benefits.

Promotes programs and activities by developing and distributing news releases, flyers, brochure, radio and television announcements, etc.

Records statistical data and compiles and prepares reports, as required, regarding activities and programs, volunteers, transportation, financial status, attendance and other required data for outside agencies and funding sources.

Develops and distributes schedules for use of facilities by groups and organizations. Prepares transportation and staffing schedules based on planned activities.

Monitors inventory of supplies and equipment and prepares and submits requisitions for items needing to be ordered.

Interacts with and assists customers by providing information concerning and/or registering in program activities.

Oversees the maintenance of recreation facilities, (i.e. senior center, ball fields, bus, pool, etc.) to be used for programs, classes, events, etc. including instructing maintenance staff regarding proper set-up of furniture and/or equipment. Reports building and facility problems to Buildings and Grounds division. Reports vehicle problems to the Vehicle Maintenance Division.

Performs other duties of a similar nature or level.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of recreational/leisure needs of general and special populations
- Embrace and understand the concept and philosophy of recreation and theories of human relations
- Familiarity with community organizations and available resources
- Competent in oral and written English language sufficiently to prepare promotional material.
- Capable of maintaining organization in record retention.
- Skilled at creative thinking, resourcefulness and the planning and execution of activities and events.
- Basic understanding of mathematical computation
- Adept at communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Maintain a satisfactory Motor Vehicle Report and able to safely operate a motor vehicle including the operation of air brakes.
- Able to exert up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and for up to 10 pounds of force constantly to move objects.

MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS

Bachelor's degree in recreation or a closely related field and one (1) or more years of experience in aquatic facility management and recreation programming including supervisory experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. First Aid, CPR/AED for the Professional Rescuer certification, Lifeguard Training certification, Water Safety Instructor certification, and either Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification are required. A valid State of Ohio Commercial Driver's License with a Passenger and Airbrake endorsements is required or the ability to obtain by a mutually agreeable date.

SERVES AT THE PLEASURE OF THE MAYOR WITH CONFIRMATION BY CITY COUNCIL