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UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Aquatics
DIVISION: Student Affairs
REPORTS TO: Assistant Director, Athletics/Recreational Programs & Services
GRADE: 10
SUPERVISES: Professional, technical and other support staff

BASIC FUNCTION:

Responsible for the overall operation and supervision of the Tootell Aquatics Center as it relates to all programming, maintenance and cleaning, and revenue-generating programs and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise Tootell Aquatics Center scheduling, reservations, rentals, and site preparation for on-going programs and special events, including aquatics instructional programming, aquatics fitness programming, intramural programming, kinesiology classes, intercollegiate practices and events, community group rentals and learn-to-swim programs. Devise and/or revise systems for maintaining participation and usage statistics.

Develop, revise and promote effective safety/accident prevention program and procedures for emergency care in the Tootell Aquatics Center.

Collaborate with the Aquatics Specialist to ensure that all swimming pools and related areas are operating above the minimum standards set forth by local, State and/or national agencies. Ensure that all risk management policies and practices are adhered to. Help ensure that all aquatics personnel are properly informed and prepared to implement the established emergency action plan.

Ensure security and safety of the Tootell Aquatics Center, including lock up, inventorying, furnishings, equipment. Maintain accurate documentation of security concerns, enforce all facility policies and procedures, and initiate disciplinary action if necessary.

Assist with the development, review, and revision, as needed, of all Tootell Aquatics Center policies and procedures. Review daily reports from the staff. Ensure a strong commitment to team work, customer service, and student development.

Recruit, hire, orient and train, schedule, supervise, and evaluate

the Tootell Aquatics Center safety staff (includes preparation of job descriptions; preparation and updating of training materials, operating manuals, and employee manuals; payroll; preparation of performance evaluation plan; conducting regularly scheduled staff meetings).

In collaboration with the Assistant Director of Recreational Programs and Services, develop and maintain a budget for the Tootell Aquatics Center.

Participate in the development of departmental programs and objectives and long-range planning.

Schedule and/or teach training/certification classes in CPR/First Aid/AED for safety staff and lifeguard training as needed.

Keep abreast of legal and risk management issues related to aquatics programming and initiate change when necessary.

Ensure superior cleaning and maintenance of the Tootell Aquatics Center. Determine regular cleaning schedules, special project cleaning needs, and repair and replacement schedules for all equipment.

Serve as liaison with Facilities and Operations and the Assistant Director of Recreational Programs and Services for aquatics facility maintenance issues.

Procure new equipment and supplies to ensure facility safety and enhance open recreation aquatics programming opportunities.

OTHER DUTIES AND RESPONSIBILITIES:

Assist with the development and updating of the facility fee structure and associated procedures for aquatics programming, and recommend adjusted procedures as needed. Assist with the preparation of the aquatics portion of the annual recreational services budget.

Assist with the coordination of informal recreation programs emphasizing health and fitness education, awareness, and involvement. Assist with the development and marketing of programs and facilities by preparing brochures, promotions, advertisements and media coverage.

Assist the Assistant Director of Recreational Programs and Services with all pool rentals, special events, and swim meets for the University and community organizations. Assist with providing customer service, facility security, and staff support for aquatics special events.

Evaluate effectiveness of programming in meeting campus aquatics and fitness needs, and, in conjunction with the Aquatics Specialist, develop additional recreational aquatics programming areas as needed.

Create portions of the Aquatics mid-year and end-of-year reports by maintaining, collecting and compiling statistical data regarding aquatics programs' revenue generation via programs and rentals, and by providing

participation data and events usage pattern data to be used in future planning.

Maintain and update the aquatics safety students' resource Web page.

Responsible for keeping up-to-date with industry trends as they relate to staffing and to technology related to informal aquatics-related programs.

Teach and/or facilitate classes and non-credit training as assigned.

Perform additional duties and responsibilities as assigned by the Assistant Director of Recreational Programs and Services.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers, printers and word processing, database management and spreadsheet software; certification as Instructor and Trainer through the American Red Cross in CPR, First Aid, AED, and Lifeguard Training; certified Pool Operator (CPO) or Aquatic Facility Operator (AFO).

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions. Evening and weekend work on occasion.

QUALIFICATIONS:

Bachelor's degree in physical education, recreation, student personnel, business administration or closely related field required; master's degree preferred. The following are required: two years of full-time professional experience in pool management, operations and programming; demonstrated ability to develop a diversified aquatics program at a college or university level, including budget preparation, marketing & promotion, staff training and evaluation (comparable experience in corporate or private aquatic facility acceptable); demonstrated ability to recruit, train, supervise, and motivate a large diverse part-time staff; experience with pool filtration, chlorination and overall balancing of pool water chemistry required; excellent verbal and written communication skills, with an emphasis on strong interpersonal and public relations skills; Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification. Must hold the following certifications: certification as Instructor through the American Red Cross in CPR, First Aid, AED, and Lifeguard Training. Must hold the following certifications or acquire them within the first year of employment: certification as Instructor Trainer through the American Red Cross in CPR, First Aid, AED, and Lifeguard Training. The following are preferred: experience in an aquatics setting at the college level; Water Safety Instructor, Water Safety Instructor Trainer, Certified Recreational Sports Specialist (CRSS), and National Intramural Recreational Sports Association membership (NIRSA).

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.

