

# ELMHURST CUSD 205

## Aquatics Coordinator

### Job Description

**Position Title:** Aquatics Coordinator

**Direct Supervisor:** Assistant Principal for Athletics

**FLSA Status:** Exempt

### **Position Summary**

The position of Aquatics Coordinator is done for the purpose of overseeing, managing and supporting the operation of the Aquatics Center and related programs at York Community High School. The position requires leadership and oversight, and has direct responsibility for all aspects of this physical space as well as oversight of external users. Effective management of daily operations and instructional support for teachers and students is a necessity for the safety of all stakeholders.

### **Position Duties and Responsibilities**

- Develop, implement and assess safety, emergency and first aid procedures for the aquatics facility.
- Oversee all daily operations of Aquatic facilities (coordination, scheduling, supervision and maintenance).
- Develop and assist Physical Education Division staff with student aquatics instruction and co-teach the Lifeguarding course.
- Assist Physical Education Division to ensure safety for all students and staff.
- Maintain and track all work orders for all aquatic locker room facilities, pool equipment and supplies as it relates to physical education , athletics and other activities in the aquatics facility.
- Conduct in-service training for staff who teach/supervise aquatic courses, aquatics activities and who assist in the operation of the aquatics facility (WSI/Lifeguard Certifications).
- Hire, train, and schedule all individuals who lifeguard during aquatics activities.
- Communicate with Aquatics staff regarding procedures and lifeguarding responsibilities
- Oversee Aquatics budget and Aquatics purchase orders for facility and pool equipment.
- Track and complete all work orders for maintenance issues within the Aquatics facility.
- Works closely with Maintenance Building Manager to maintain safe, clean operating Aquatic facilities, water, pool deck, storage areas, spectator seating and locker rooms.
- Work with the Assistant Principal in charge of facilities and operations regarding usage and rentals.
- Represents York High School and School District 205 to the public, community, Public Health Department, State Office of Education and any other public or private group who may rightfully have business with the swimming facility.
- Perform other duties as may be assigned by the Physical Education Division Chair, Assistant Principal for Athletics, and Assistant Principal for Culture and Climate.

### **York Extracurricular Event Responsibilities**

- Work in conjunction with the Assistant Principal for Athletics, and Assistant Principal for Culture and Climate in scheduling and monitoring aquatics facility rentals.
- Assist in the planning, event set up, supervision, and evaluation of all aquatic programs, special events and aquatic competitions (IHSA Athletic events and rental events).
- Serve as the Sectional Manager for all IHSA swimming and water polo events and work with the Assistant Principal for Athletics to plan for all IHSA post season aquatics events.

- Coordinate and schedule all Aquatics center use and rental agreements for all community and outside groups.
- Educate all rental groups on Aquatics facilities policies and procedures including the use of scoreboard, clock, and all aquatic equipment when part of the rental agreement.

### **Supervisory Responsibilities**

This position does not evaluate other employees.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- **Achievement Focus** - Demonstrates persistence and overcomes obstacles; measures self against standard of excellence; recognizes and acts on opportunities.
- **Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- **Analytical** - Synthesizes complex or diverse information.
- **Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- **Change Management** - Develops workable implementation plans; communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change; monitors transition and evaluates results.
- **Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.
- **Conflict Resolution** - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.
- **Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.
- **Cooperation** - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to coworkers; works cooperatively in group situations; works actively to resolve conflicts.
- **Cost Consciousness** - Works within approved budget.
- **Customer Service** - Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service ; responds to requests for service and assistance; meets commitments.
- **Delegation** - Delegates work assignments; matches the responsibility to the person; gives authority to work independently.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals.; completes tasks on time or notifies appropriate person with an alternate plan.
- **Diversity** - Demonstrates knowledge of EEO policy; shows respect and sensitivity for cultural differences; promotes a harassment-free environment.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- **Impact & Influence** - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; addresses divergent opinions.
- **Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes

advantage of opportunities; asks for and offers help when needed.

- **Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- **Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others.
- **Managing People** - Makes self available to staff; develops subordinates' skills and encourages growth; fosters quality focus in others; improves processes, products and services.
- **Managing Stakeholder Focus** - Promotes stakeholder focus; establishes stakeholder service standards; monitors stakeholder satisfaction; develops new approaches to meeting stakeholder needs.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.
- **Performance Coaching** - Defines responsibilities and expectations; sets goals and objectives; encourages training and development.
- **Personal Appearance** - Dresses appropriately for position; keeps self well groomed.
- **Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources.
- **Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.
- **Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.
- **Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Quantity** - Completes work in timely manner.
- **Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions ; uses equipment and materials properly.
- **Strategic Thinking** - Understands organization's strengths & weaknesses; identifies external threats and opportunities; adapts strategy to changing conditions.
- **Team Leadership** - Fosters team cooperation; supports group problem solving; ensures progress toward goals.
- **Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Use of Technology** - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date.

- **Visionary Leadership** - Inspires respect and trust.
- **Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Valid Illinois Teaching License with a Physical Education Certification preferred.

### **Certificates, Licenses, Registrations**

American Red Cross Certifications preferred or able to obtain: Lifeguard Instructor Trainer, and CPR/FIRST AID/AED Instructor Trainer, and Certified Pool Operator.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of Skyward Accounting software; Gmail Contact Management systems; Powerschool Database software; Skyward, Aesop, Applitrack Human Resource systems; Skyward Order processing systems; Skyward Payroll systems; Xcel, Google Sheets Spreadsheet software and Word, Google Docs Word Processing software.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.