URBANA PARK DISTRICT

You belong here.

Darius E Phebus Administrative Building / 303 W University Ave / Urbana, IL 61801
Phone 217.367.1536 / Fax 217.367.1391 / www.urbanaparks.org

POSITION DESCRIPTION

POSITION: AQUATICS COORDINATOR
DIVISION: RECREATION

STATUS: Full-Time **FLSA STATUS: Exempt**

ESSENTIAL FUNCTIONS:

In order to deliver quality programs and services to the public, the Aquatics Coordinator plans, organizes, coordinates, and administers the overall comprehensive aquatic programs for citizens. The Coordinator of this department is also responsible for oversight of the Urbana Indoor Aquatic Center and the Crystal Lake Park Family Aquatic Center. This job requires a dynamic individual who is organized and willing to work effectively with the public.

The Aquatics Coordinator is responsible for assisting in the supervision of all intermittent/seasonal aquatics staff. Supervision received from the Aquatics Manager.

DUTIES:

Supervision

- Assists in the supervision of all aspects of operation of the Urbana Indoor Aquatic Center and Crystal Lake Park Family Aquatic Center.
- Communicates with the Aquatics Manager on a daily basis.
- Conducts hiring, supervising, training, evaluating, and discipline of aquatics intermittent/seasonal staff including swim instructors, water aerobics instructors, and customer service representatives.
- Assists in overseeing front desk operations of the Urbana Indoor Aquatic Center
- Oversees the front desk operations at Crystal Lake Park Family Aquatic Center.
- Resolves disputes and concerns in regards to programming/scheduling of the facilities.
- Completes incident/accident reports and follows up with processes.
- Performs other duties as assigned.

Planning and Equipment Management

- Prepares goals and objectives for programs and personal tasks.
- Keeps accurate records of current inventory levels and order supplies and equipment as needed for programming.
- Develops Program Guide information alongside the Aquatics Manager.

Date Written: May 2010
Date Revised: August 2013, December 2021, November 2026

- Develops and improves programming and implementation of programs for all ages to meet the needs of the community.
- Conducts and produces seasonal evaluations for programs.
- Assists with other events outside of aquatics programs.
- Encourages consistent, quality programming within budget.
- Prepares and maintains equipment for use in aquatic programs and facilities.
- Demonstrates knowledge of applicable safety practices and procedures, with ability to take proper precautions and assure safety of self, co-workers, volunteers and general public.
- Demonstrates ability to plan, schedule, and organize work independently with little direct supervision or/and with diverse group of individuals and organizations.
- Maintains ability to work a flexible schedule including some nights and weekends.
- Performs other duties as assigned.

Public Relations and Communication

- Maintains high degree of community involvement.
- Demonstrates professionalism to all employees and customers.
- Represents the Urbana Park District in a professional, positive, and appropriate manner.
- Dresses appropriately for the job, giving the public a good first impression of the department.
- Writes all seasonal brochure copies.
- Answers phone calls in a professional manner or directs the general public to appropriate parties.
- Demonstrates understanding and importance of customer orientation with participants and community members.
- Publicizes programs through radio, TV, social media, and other appearances in coordination with the Public Information Manager.
- Attends job fairs and supervises information/promotional booths as needed.
- Conducts and attends team and staff meetings, trainings and workshops as required.
- Solves problems in a timely manner; informs supervisor(s) of problems with facilities or equipment.
- Demonstrates proficiency in written and oral communication.
- Responds in a timely manner to all correspondence, inquiries, complaints, and suggestions.
- Prepares written reports.
- Maintains files and operating records.
- Handles correspondence concerning aquatics programs.
- Performs other duties as assigned.

Finance

- Works with the Accounting Assistant to ensure proper procedures and policies are being met for front-desk operations.

- Formulates an annual budget for all programs under the supervision of the Aquatics Manager.
- Works within budgetary constraints of a program budget.
- Collects and updates timesheets and prepares biweekly payroll for all aquatics staff.
- Assists with the preparation of financial updates of program areas.
- Exercises a good and ethical judgment in the use of Purchase Card to support efficiency and effectiveness of job-related activities and fills out reports of its use as necessary.
- Ensures the accuracy of deposits.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Park and Recreation Administration, Business Administration, or related field from a recognized college or university OR 3-5 years of full-time experience in the field of Aquatics.
- Knowledge of aquatics programs and procedures.

SPECIAL REQUIREMENTS

- Valid State of Illinois driver's license required
- Certification in First Aid/CPR/AED or have the ability to complete within 6 months of hiring is required.
- Related work experience in addition to the minimum requirements.
- Background experience in teaching swim lessons and working with lifeguards.

DIFFICULTY OF WORK:

The nature of this work is complex and multi-faceted. The duties are broad in scope and are of substantial intricacy with many variables and considerations. It requires a high level of consistent coordination with every department and supervisory personnel. The incumbent will be responsible to implement, complete, and evaluate a variety of unrelated tasks simultaneously, often with narrow and/or recurring deadlines.

The incumbent performs according to the park district's goals, objectives, and strategic plan; to various legal requirements and generally accepted practices of the profession; and to the directives of the Board of Commissioners, exercising independent judgment in developing and maintaining appropriate programs and policies, managing operations, supervising personnel, and assuring the quality of parks provided to the citizenry.

RESPONSIBILITY:

The incumbent operates according to generally accepted principles and procedures of the recreation profession, exercising independent judgment within those parameters, and supervising and directing personnel.

The incumbent performs administrative and supervisory functions within park district code and policy, referring highly unusual or unprecedented circumstances to the Superintendent of Recreation. The incumbent's decisions have a substantial impact upon departmental operations and work is reviewed for compliance with departmental and district policy.

The incumbent will be responsible to operate within the guidelines of the park district's safety program to minimize the hazards that adversely affect the safety of personnel, the security of property, and the well-being of patrons exposed to park district operations and personnel.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The incumbent performs same duties in a standard office environment involving sitting and walking at will, close vision and hearing sounds/communication. Many of the incumbent's responsibilities require supervising programs and operations outdoors and indoors and within various facilities, often within a single business day. It is essential that the incumbent remain accessible to other staff yet flexible enough to meet changing needs in delivering programs. The incumbent also performs some duties outdoors seasonally and must work effectively in sometimes extreme conditions.

Ability to perform the essential duties of the position, including exerting sustained physical effort, bending, reaching, crouching/kneeling, standing/walking for long periods, pushing/pulling/lifting/carrying objects weighing up to 50 pounds, handling/grasping/fingering objects. The incumbent will need to perform in seasonally extreme temperatures, sometimes for prolonged periods of time. The incumbent should be proficient and comfortable in an aquatic environment and be physically able to perform duties such as treading water and swimming regularly.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Aquatics Coordinator describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would prevent you from meeting the job duties and requirements as outlined? Yes _____ No _____
(If yes, please describe on the back of this page.)

_____ _____
Applicant / Employee Signature Date