

## Aquatic Coordinator

### Function of Job:

Under general supervision of assigned supervisor, coordinate the operations of the staffing, maintenance, scheduling, and policies and procedures of indoor and outdoor pools as assigned.

### Characteristic Duties and Responsibilities:

1. Coordinate use, supervision, and maintenance of assigned pools, including monitoring all pool systems, maintaining records of water quality, maintaining pool equipment inventory and purchases.
2. Develop and implement all compliance and safety policies, procedures, and recordkeeping.
3. Schedule and coordinate all marketing efforts and all fundraising opportunities in the pool, including internal programs and rentals.
4. Develop, implement, and oversee pool policies and procedures to ensure safe and fair use of facilities.
5. Schedule all user groups and coordinate scheduling with sports and/or recreational teams using the pool.
6. Recruit, hire, train, supervise, and evaluate all lifeguard and swim/aquatic instructional staff and other staff as assigned.
7. In conjunctions with other campus recreational professional staff, develop, organize, and oversee aquatic programs, classes, and/or clubs as assigned.
8. Serve on aquatic-related committees and others as requested.
9. Perform related duties as assigned.
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### Minimum Acceptable Qualifications:

1. Bachelor's degree in recreational management or related field and three years of related experience in aquatics area, including 2 years of supervisory experience.
2. CPO or APO certification (to work with mechanical, chemical and pool water systems) within six months of hire.
3. Strong communication and supervisory skills.

### Additional Desirable Qualifications:

1. CPR/First Aid or CPR certification, instructor certification.
2. Master's degree in recreational management or related field.
3. Lifeguard instructor certification.
4. Water Safety instructor certification.

3/14/06

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System Approval

3/14/06

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**