



## **Part-Time Assistant Aquatics Coordinator**

### **Position Summary:**

This position is primarily responsible, under the supervision of the Aquatics Coordinator, for assisting in planning, organizing, directing, and evaluating those programs within his/her program area in accordance with the mission, purposes and policies of Choice Health & Fitness. Responsibilities include assisting with orientation, training, and supervising all staff, related to his/her area of responsibility. This position will act on behalf of the Aquatics Coordinator in their absence and will work within the guidelines of the aquatics policies.

### **Essential Job Duties:**

1. Assist with planning and programming assigned aquatics facilities and programs.
2. Assist with recruiting, training, developing, and scheduling aquatics personnel and volunteers. Ensure records of staff certifications are current and complete.
3. Assist with monitoring daily pool operations for the assigned aquatics facility to adhere to all local, state, and Choice Health & Fitness health and safety regulations. Help ensure proper maintenance of pools and recreational facilities. Help maintain accurate records of pool chemical levels and facility maintenance.
4. Build effective, authentic relationships with members and participants. Identify and recruit potential staff.
5. Required to be a lifeguard, function as deck supervisor, and teach swim lessons. Required to find coverage for other lifeguards, and/or cover aquatics shifts when needed.
6. Assist with coordinating swimming lessons including maintaining records of registration, attendance, and progress reports.
7. Assist with coordinating private swimming lessons by communicating with participants upon registration, matching participants with instructors, and maintaining accurate records.
8. Assist with conducting lifeguard certification courses as needed.
9. Assist with ensuring the aquatics area is appropriately staffed for all scheduled birthday parties.
10. Serve as backup and provide leadership/direction for lifeguards in the absence of the Aquatics Coordinator.
11. This position may also be required to work as a manager on duty on occasion.
12. Perform any additional tasks assigned by leadership.



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P.O. Box 12429, Grand Forks, ND 58208

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**Qualifications:**

1. Must be at least 18 years of age.
2. At least 2 years of experience managing a pool is preferred.
3. Current certification in American Red Cross Lifeguard, CPR for the Professional Rescuer is required.
4. Must be able to achieve Lifeguard Instructor certification.
5. Must be able to work 25 hours a week, which may include weekends and holidays.
6. Excellent verbal and written communication and human relations skills.

**Salary:**

\$20/hour+ (DOE)

Non-Exempt

Please submit cover letter and resume to [csivertson@choicehf.com](mailto:csivertson@choicehf.com)