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## INTER-OFFICE MEMO

DATE: 10-13-13

TO: Marsha Hall, *Administrator*; Jeff Green, *Finance Director/Assistant Administrator*

FROM: Kyle Lund, *Director of Parks & Recreation* *KJ*

CC: Steve Hawkins, *Aquatics Manager*

RE: Aquatics Coordinator Justification

The Parks & Recreation Department is requesting that you consider the addition of a full-time Aquatics Coordinator in the Parks & Recreation Department in the 2014 budget for the following reasons:

### CONTINUITY

In the event that the Aquatics Manager is absent for any length of time, the Aquatics Coordinator will be able to fill that void with little or no disruption of service. The aquatics field is quite specialized due to the number of certifications required.

### EARLY MORNING OPENING

In the event that the department is unable to attract and employ lifeguards that are able to work the early morning hours, the Aquatics Coordinator would be scheduled to work during this timeframe, hence keeping the indoor pool open.

### INCREASED AQUATIC PROGRAMMING

The Parks & Recreation Department would like to continue to offer new and “fresh” aquatic programming.

#### POTENTIAL NEW PROGRAMS

Masters Swim Team  
Swimming Stroke Clinics  
SCUBA  
Fighting Fish Coaching Clinics  
Infant Self Rescue Classes  
Diving Lessons  
Advanced Kayaking  
Dive-In Movie  
Etc.

#### EXISTING PROGRAMS

Group Swim Lessons  
Private/Semi-Private Swim Lessons  
Basic Kayaking  
Swim With Santa  
Underwater Easter Egg Hunt  
Super Family Sundays at GAC  
VIP Night at GAC  
Paws In The Pool at GAC  
Lifeguard Certification Classes  
Lifeguard Instructor Trainer Certification Classes  
Water Safety Instructor Certification Classes  
Junior Lifeguard Program  
Home School Swim  
The Great Pumpkin Plunge  
Water Fitness Classes (joint program w/ Fitness)  
Biathlon at GAC (joint program w/ Fitness)

**ADDITIONAL MATURE LEADERSHIP & SUPERVISION**

Adding a full-time Aquatics Coordinator position will provide more mature leadership and supervision within the Aquatics Division. Between the months of May and September, there can be between 55 and 70 lifeguards employed by the City of Groveport. For many of the aquatics staff, this is their first job. Close supervision is needed to ensure that they are fulfilling all of their duties, especially those that revolve around monitoring swimmers & non-swimmers, and basic housekeeping.

**SWIM LESSON PROGRAM STABILITY**

Having a full-time Aquatics Coordinator will add stability to the Swim Lesson Program. Over the years, we have had quite a few part-time staff members lead the swim lesson program. All of the individuals did a good job, but stability lacked due to the high turn-over of part-time staff due to their ever-changing school or other employment schedules.

**PROVIDE ASSISTANCE TO AQUATICS MANAGER AS NEEDED**

The Aquatics Coordinator will also assist the Aquatics Manager with the day-to-day management of our aquatic facilities, which includes staff scheduling, payroll, supervision & evaluation; providing outstanding customer service; monitoring & maintaining proper chemical water balance, filtration & chemical systems; outdoor water park season start-up and shut-down and general maintenance of the facilities.

**LOW RELATIVE COST**

Staff conducted a salary survey for this position and believes that the City will be able to attract qualified persons if the position was classified as Grade 9 (\$35,006.40 - \$56,240.00). Other positions in this grade include Recreation Coordinator, Senior Citizens Coordinator, Senior Transportation Coordinator and Utility Maintenance Worker II.

In 2013, staff requested a total of \$369,701 in salaries & wages for the Aquatics Division (accounts 19 & 27). In 2014, staff is requesting a total of \$393,310. This is an increase of \$23,609. Of that increase, \$16,637 accounts for a potential 4.5% wage increase and another \$5,000 accounts for additional funds to operate the outdoor water park (1) additional hour per day.

Staff appreciates your serious and thoughtful consideration. Please see the attached draft POSITION DESCRIPTION.

Thank you.

# MUNICIPALITY OF GROVEPORT

An Equal Opportunity Employer

## POSITION DESCRIPTION

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<b>Employee Name:</b>	<b>Position Title:</b> Aquatics Coordinator
<b>Class Number:</b>	<b>Class Title:</b>

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<b>Dept./Div.:</b>	Parks & Recreation	<b>Employment Status:</b> Full-time
<b>Reports To:</b>	Aquatics Manager	<b>FLSA Status, Pay:</b> Exempt
<b>Normal Hours:</b>	Varies	<b>EEO Status:</b>
<b>DOT (closest applicable #):</b>		

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### PURPOSE:

Oversees year-round aquatic programs, classes, special events, staff and facilities with the purpose of improving leisure opportunities for residents and patrons.

### QUALIFICATIONS:

Completion of secondary education or equivalent; bachelor's degree in park and recreation management, education or other closely related field preferred; three (3) to five (5) years of relevant work experience, or any equivalent combination of education, experience, and training which provides the required knowledge, skills & abilities.

### LICENSURE OR CERTIFICATION REQUIREMENTS:

American Red Cross First Aid/CPR/BBP and Oxygen Administration certification; Certified Pool Operator or Aquatic Facility Operator Certification preferred; Current Water Safety Instructor and Lifeguard Instructor Trainer Certification preferred; must possess a valid Ohio Driver's License and maintain insurability under the Municipality's vehicle insurance policy.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Automobile, cellular phone, filtration pumps, power washer, chemical pumps, personal computer, computer software, printer, copy machine, fax machine, and other standard office equipment.

### INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING

**CONDITIONS:** The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); ascends and/or descends ladders, stairs, or scaffolds; works in a confined space; works in an area in which the means of egress can be obstructed; is exposed to environmental conditions which may result in injury from fumes, odors, dusts, mists, gases and/or poorly ventilated work areas; is exposed to possible injury from hazardous gases, chemicals, flammables, air contaminants, or electrical shock; is exposed to possible injury as a result of working with moving mechanical parts of equipment or machines; is exposed to possible injury from explosions; works in or around crowds; is exposed to hot, cold, wet, humid or windy weather conditions; routinely lifts objects 20 lbs or less; routinely carries objects 20 lbs or less; occasionally pushes objects 100 lbs or less; occasionally pulls objects 100 or less.

The employee has exposure to chemical compounds found in a commercial aquatic environment (e.g., chlorine, muriatic acid, stabilizer, etc.); works in both indoor and outdoor pool environments; works around persons of all ages; exposed to possible injury from bodily fluids, hazardous waste; may have contact with potentially violent or emotionally distraught persons.

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purpose of 42 USC 12101:

- 40% (1) Develops and oversees year-round aquatic programs (including, but not limited to swim lessons, special events, American Red Cross Certification classes, etc.) at indoor & outdoor pool; plans coordinates, organizes, oversees, schedules and implements programs & special events; modifies programs when necessary; manages facilities as scheduled; develops and recommends policies and procedures concerning operation and programming; evaluates and revises programs based on interest and attendance; purchases goods; communicates with staff, volunteers and participants; monitors registration and attendance.
- 25% (2) Supervises assigned staff (e.g., schedules and assigns tasks, interviews job applicants, recommends the hiring of job applicants, recommends discipline, recommends and adjusts pay assignments, evaluates performance, trains candidates and staff, receives grievances or employee complaints, approves and recommends the approval of leave requests, attends or participates in meetings in which policy questions are reviewed or discussed; develops policy and recommends policy changes; has access to other employees' personnel files, etc.); prepares and submits payroll.
- 25% (3) Assists in the management of aquatic facilities; monitors and maintains proper chemical water balance; monitors and maintains numerous chlorinating systems, pumps, water filtration systems, water slides, diving boards, spray features, in-water playgrounds, etc.
- 5% (4) Assists in the preparation of the department's annual budget; monitors budget; provides ongoing financial activity, attendance information & reports; prepares purchase order, requisitions for equipment, supplies and facility needs; accurately prepares reports for supervisor.
- 5% (5) Enforces facility and program rules and regulations and security policies; addresses patron complaints; provides outstanding customer service; promotes the services the Municipality has to offer (e.g., web updates, e-newsletter, school newsletter, etc.).
- (6) Performs duties of subordinate Aquatics Division staff in the event of their absence or in the event of necessity.
- (7) Maintains contact with vendors, contractors, customers, the general public and various government agencies/officials in order to obtain or disseminate information related to the essential position functions.
- (8) Maintains required licensures and certification.
- (9) Demonstrates regular and predictable attendance.

## **OTHER DUTIES & RESPONSIBILITIES:**

(9) Performs other duties as assigned.

## **MINIMUM ACCEPTABLE CHARACTERISTICS:** (\*indicates developed after employment)

**Knowledge of:** bookkeeping; budgeting; inventory control; \*purchasing; interviewing, \*municipal goals and procedures; government structure and process; \*workplace safety practices and procedures; emergency medical care procedures; first aid and C.P.R. practice; public relations; media relations; \*community resources and services; promotion and marketing; \*office practices and procedures; English grammar and spelling; supervisory principles and practices; manpower planning; office management; local geographical area; program development and implementation; facility operations; records management; employee training and development; two-way radio operations; proper lifting techniques; risk management; surveys and needs assessments; trends in the field; security; \*personnel rules; American Red Cross aquatics-related certifications; American Red Cross Learn-To-Swim Program; trends in field; \*payroll.

**Skill in:** data entry; computer operations; use of modern office equipment; motor vehicle operation; operation of hand tools; operation of aquatics equipment.

**Ability to:** interpret a variety of instructions in written, oral, picture, or schedule form; recognize unusual or threatening conditions and take appropriate action; apply management principles to solve agency problems; define problems; collect data; establish facts and draw valid conclusions; exercise independent judgment and discretion; determine material and equipment needs; add, subtract, multiply and divide whole numbers; complete routine forms; prepare routine correspondence; compile and prepare reports; write and/or edit documents for publication; respond to routine inquiries from public and/or officials; communicate effectively; train or instruct others; understand a variety of written and/or verbal communications; maintain records according to established procedures; work alone or as a team; cooperate with co-workers on group projects; answer routine telephone inquiries; handle sensitive inquiries from contacts, officials and patrons; develop and maintain effective working relationships; resolve complaints; work in both indoor and outdoor environments, and being exposed to varying and extreme weather conditions; provide outstanding customer service; conduct effective interviews; respond to emergency situations; carry out instructions; to work under stressful conditions; travel to and gain access to work site; work all types of hours.

## **POSITIONS DIRECTLY SUPERVISED:**

Head Lifeguard, Lifeguards, Swim Instructors, Pool Maintenance, Assistant Aquatics Managers, Facility Supervisors, Recreation Leaders (I & II).