



2502 Country Club Drive, Cameron Park, California 95682  
telephone (530) 677-2231 • fax. (530) 677-2201 • www.cameronpark.org

Class: R

## **Aquatic Coordinator**

**\$15.50-\$18.84/Hour**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

### **Definition:**

Under the general direction of the Recreation Supervisor the Aquatic Coordinator assures that staff is providing safe water activities by enforcing water safety rules, staff performs life saving actions in emergency situations, and assists in supervising swimmer safety, swim instruction, and special swimming events.

### **Examples of Duties:**

- Assist Recreation Supervisor in the hiring process of lifeguards and instructors.
- Plans, assigns, supervises and evaluates the work of assigned staff.
- Prepares staff schedules for lifeguards/ instructors, and other assigned personnel so as to provide proper staffing levels, verifies hours worked by staff; prepares and delivers performance evaluations.
- Responsible for the upkeep and maintenance of all aquatics equipment. Aquatics personnel are to inform the Supervisor when a problem with equipment arises.
- Maintains inventory of both facilities. Verify that all equipment is in good working order and if not to request replacement items.
- Responsible for conducting periodic rescue drills as to the efficiency of Aquatic personnel.
- Conduct weekly staff meetings with all Aquatic personnel.
- Plans and conducts staff training in first aid and emergency procedures.
- Complete written reports for accidents, incidents, rescues, special events and/or suggestions
- Collect any written reports from Aquatic staff.
- Implements and enforces rules, procedures, and policies.
- In case of major difficulty, Aquatics Coordinator is to contact his/her Supervisor immediately. (I.e. inclement weather, emergencies...see emergency action plan for more details.)
- Direct or assist in all special programs such as i.e. Jr. Lifeguards, pool rentals, etc.
- Performs other related duties as required.

## **Qualifications:**

### Knowledge of:

Water safety rules, the methods of efficient and safe operations of the swimming pool, swim area, and the techniques of lifesaving and teaching swim lessons.

### Skilled in:

Following oral and written instructions, performs cardiopulmonary resuscitation, artificial respiration, and administer first aid, communicating and enforcing approved policies and procedures. Lead by example, able to work well with the public and direct staff.

### Other requirements:

At least 19 years of age, with visual acuity, color vision and hearing sufficient to perform the assigned duties as well as physical strength, dexterity and agility necessary to perform the duties of the position, and current Lifeguard Training, CPR /AED, and EMSA (Title 22) certifications.

### License/Certificate:

Must be able to travel to various locations within and outside the District to meet the District's needs and to fulfill the job responsibilities. When driving on District business, maintenance of a valid California Driver's License and satisfactory driving record is required.

### Education and experience:

Completed High School, some college education, knowledge of water safety rules, swimming experience, two years of lifeguarding experience recommended.

### Physical and Environmental Abilities:

- The job will include a variety of lifting, walking, swimming, bending, reaching, sitting, standing, and writing.
- The approximate percentage for each shift is: 47% sitting, 24% standing, 15% walking, 5% swimming, 4% reaching and/or bending, 3% writing, and 2% lifting.
- These percentages are estimated and can vary daily depending upon the number of patrons or activities at the swimming areas, and rotation of the lifeguard.
- The job is outdoor work exposed to sun, heat and various weather conditions.

### **Pay Rate:**

This is a part-time, seasonal position.

Hours may fluctuate, 15-35 hours per week.

\$15.50-\$18.84/Hour: Depending on Experience

### **Equal Opportunity Employer**

Cameron Park CSD is an Equal Opportunity Employer.

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## **Additional Information**

### **For a detailed job description and application please go to:**

<https://www.cameronpark.org/admin-general/>

Applications are also available Monday - Friday - 8:00 a.m. to 5:00 p.m. at the Cameron Park CSD, 2502 Country Club Drive, Cameron Park, CA 95682

**FILING DATE:**

January 15, 2019

**SUBMIT:**

- Cover letter; and
- Resume; and
- Completed CSD job application (applications are available online at <https://www.cameronpark.org/admin-general/> or at the CSD Office)

FAX – (530) 677-2201

Email – [thelm@cameronpark.org](mailto:thelm@cameronpark.org)

U.S. Mail or in person - Cameron Park Community Services District  
Attention: Recreation Supervisor  
2502 Country Club Drive  
Cameron Park, CA 95682

**FOR INFORMATION, CONTACT:**

Tina Helm

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530-677-2231