

INDEPENDENT SCHOOL DISTRICT 196

Community Education Department

POSITION OPEN: Special Staff; Aquatic Program Coordinator; 1.0 FTE – 12 month

LOCATION: Community Education, Falcon Ridge Middle School

EFFECTIVE DATE OF EMPLOYMENT: December 20, 2021

DEADLINE FOR APPLICATIONS: November 26, 2021

QUALIFICATIONS

1. BA or BS in recreation, education or related field
2. Two years experience in supervising aquatic program
3. Current certification in CPR/PR, First Aid, Lifeguard and WSI: certification as instructor trainer desired
4. Ability to communicate effectively, both orally and in writing and give clear direction when necessary
5. Exceptionally organized and detail-oriented
6. Demonstrated ability to collaborate with diverse groups of faculty, students, staff and community partners and established and maintain effective working relationships.
7. Flexibility to adapt work schedule to include nights and weekends if needed

RESPONSIBILITIES

1. Coordinate, manage and evaluate a comprehensive aquatic program to include instruction, fitness, certification classes and specialty activities in six district pools.
2. Recruit, train, schedule, supervise and evaluate program assistant, and office and instructional staff.
3. Prepare and recommend plans for the aquatics program budget. Monitor revenue and expenditures.
4. Manage accurate financial and statistical data for the aquatics program.
5. Facilitate American Red Cross (ARC) and American Safety and Health Institute (AHSI) certification program for all staff and the general public. Maintain records of all staff certifications.
6. Maintain security and safety measures of the pools and adjacent areas as set by the district and OSHA.
7. Work collaboratively and communicate effectively with school district staff including but not limited to community education staff, athletic directors, building principals, faculty and maintenance staff to ensure safe and efficient use of the pools.
8. Coordinate and conduct competency training for District 196 K-12 Physical Education personnel and maintain records of such testing.
9. Manage all staff and student computer-based completion records as required.
10. Review requests for school district and community use of pools, creating continual working relationships with all district aquatics users. Work with Community Education facility staff to schedule pool usage.
11. Respond to public inquiries and concerns. Analyze and evaluate individual and community needs.
12. Review and recommend revisions in swim program policies and procedures.
13. Collaborate with department staff to market and promote aquatic program.
14. Participate in district and department wide meetings, projects, and events.

15. Maintain current personal certifications needed to instruct and educate all staff members in accordance with local American Red Cross Chapter.
16. Occasionally work nights and weekends as needed.
17. Perform other duties as assigned.

RESPONSIBLE TO: Community Education Services Manager

COMPENSATION: \$77,106-83,585 range plus competitive benefits package

APPLICATION PROCEDURE:

1. Resume and three letters of recommendation required.
2. Apply online at www.district196.org