



CITY OF GREENFIELD

Department of Parks & Recreation

7325 West Forest Home Avenue
Greenfield, Wisconsin 53220

414.329.5370/Fax 414.543.2369
Business Hours: (M-F) 9 AM-6 PM

Program Coordinator - Aquatics

TERMS OF EMPLOYMENT

JOB STATUS:	Seasonal/ Casual Employee
PERIOD:	Part-Time, Full Year position
BENEFITS:	N/A
RATE OF PAY:	Salary range \$14.25-\$17.00/hour
NORMAL WORK WEEK:	Position averages 20-25 hours per week. September thru May, hours typically are Tuesday and Thursday evenings, 5:30-8:45 PM, Sundays 9 AM-3 PM plus office hours (flexible). June thru August, hours vary between Monday thru Thursday, between 9 AM to 9 PM and Fridays 9AM-3 PM

REPORTS TO: Recreation Supervisor

POSITION QUALIFICATIONS

- American Red Cross certified Lifeguard and Water Safety Instructor preferred.
- If not Lifeguard certified, hold current CPR/AED and First Aid or willingness to obtain.
- American Red Cross certified Lifeguard Instructor preferred.
- 1 Year experience in the Supervision and Leadership in a Recreational setting.
- Prior experience in Supervision of staff is preferred.
- Able to effectively communicate with participants, parents and general public regarding Aquatic programs.
- Prior experience planning and developing activities.
- Ability to organize and manage staff schedules, equipment and supplies needed for the Aquatic program.
- Applicants will be required to pre-employment background check.

PRIMARY FUNCTION

Reports to and assists the Recreation Supervisor in the planning, directing leadership and supervision of the Aquatic program. Directly manages the staff scheduling and class teaching assignments. Plans and organizes the staff in-services. Tracks staff certifications. Handles swim lesson paperwork including related record keeping and American Red Cross reporting.

MAJOR DUTIES/RESPONSIBILITIES

- Assists in the planning and preparation of the seasonal Aquatic class schedule.
- Assists in the Aquatic program activity management in our registration software.
- Assists with staff recruitment, hiring, on boarding, orientation and continued training.
- Directly manages the staff scheduling and class teaching assignments.
- Plans and leads staff in-service training sessions.
- Directly supervises the Aquatic program to maintain safety standards and quality of instruction.
- Monitors staff hours worked to stay within budget.
- Develops and maintains a positive working relationship with the school district staff and other pool users.
- Regularly cleans, inventories and maintains our Aquatic program equipment and supplies.
- Conducts parent and participant program evaluations.
- Tracks student progress in our registration software.
- Completes and submits the necessary end of season American Red Cross reports.
- Assists in the completion of staff evaluations
- Updates and maintains the Aquatic Staff Handbook and Swim Lessons Manual.

EVALUATION: Performance of this position will be evaluated by the Recreation Supervisor of Aquatics, Playgrounds, Fitness, Enrichment, Dance and Safety programs.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO STATEMENT

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.