



JOB DESCRIPTION

Title: **Fitness & Aquatics Coordinator** FLSA Status: Non-Exempt
Reports To: Fitness & Aquatics Manager/Supervisor Pay Grade: G
Annual Hours: Status:

POSITION SUMMARY

This position furthers the mission of OPC by ensuring a clean, safe and well-maintained facilities and environment during evening facility hours. This position works with participants and volunteers in activities, programs and events that promote and enrich a healthy life.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Serves as the supervisor in charge at the facility during day and, eventually, evening & weekend hours.
2. Provides customer service, security, safety, and monitoring of scheduled activities.
3. Prepares aquatic & fitness area and equipment for upcoming activities.
4. Schedules and communicates regularly with lifeguards.
5. Oversees program activities to ensure compliance with safety and facility policies.
6. Maintains discipline to ensure pleasure and safety of all guests. Disciplines patrons for rule violations in a fair and consistent manner. Remains calm in all situations. Reports any unusual or notable incidents to the Supervisor.
7. Completes department paperwork for the finance department.
8. Reports and documents all accidents.
9. Performs routine cleaning and maintenance of the equipment and facilities.
10. Secures building at close of business.
11. Responds to questions and complaints from patrons.
12. Other duties as assigned.

EMPLOYMENT QUALIFICATIONS:

- Bachelor's Degree in public administration, recreation or a related field; AND
- Two years of professional experience in recreation program planning and implementation and/or recreation facility or community center supervision; OR
- An equivalent combination of education, training and experience;
- Current American Red Cross Basic Life Support and First Aid required
- Certified Lifeguard
- Must successfully pass criminal background check and possess a valid State of Michigan Vehicle Operators License

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to set work priorities and train, direct, motivate, and evaluate the work of assigned staff.

- Ability to apply judgment and discretion in resolving problems and interpreting policies and regulations.
- Solid business acumen, management reporting, and problem-solving skills.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Knowledge of computer software including word processing, spreadsheet, database applications and specialized software consistent for this position.
- Ability to communicate clearly and concisely in both written and verbal form, general correspondence; Federal, State, and local regulations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Organizational and time management skills needed to meet deadlines.
- Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee’s supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information in moderately loud conditions.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions.
- Frequently exposed to aquatics chemicals.

Nothing in this job description limits management’s right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement

Employee Signature

Date

Employee Printed Name