



Example of Aquatics Coordinator Job Description

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Our growing company is searching for experienced candidates for the position of aquatics coordinator. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for aquatics coordinator

- 25m five-lane, heated swimming pool
- Will manage the facility in absence of Aquatics Manager
- Will be the evening and Saturday supervisor
- Develop and maintain an effective program to identify student-athlete prospects for the volleyball program
- Provide effective supervision of volleyball student-athletes in the practice areas, competition and life management, including travel
- Represent the department at campus and community events, including Open House and Orientation
- Assist with the Department's strategic initiatives and special projects
- Help promote the College's athletic programs and facilities throughout the community
- Coordinate event setup and take down at home athletic contests (game day management) as needed
- Work effectively with officials, the athletic trainer, and visiting team coaches

Qualifications for aquatics coordinator

- Knowledge or ability to learn how to collect feedback from surveys and summarize data
- Ability to exert physical effort, including the ability to lift a minimum of 50 pounds, bending, squatting, reaching, or being on feet for long periods of

- BA/BS from an accredited university and 3 years of related experience or master's degree and 1 year of relevant professional experience in the operations of an Aquatics and Safety Program
- Must possess and maintain a valid certificate and authorization as an American Red Cross Life Guarding Instructor Trainer (or equivalent with ability and willingness to bridge to American Red Cross)
- Must possess and maintain a valid certificate and authorization as a Water Safety Instructor Trainer (or equivalent with ability and willingness to bridge to American Red Cross)
- Must hold, or acquire within the first 6 months of being hired, a Certified Pool/Spa Operator Certificate from the National Swimming Pool Foundation