



Example of Aquatics Coordinator Job Description

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Our company is looking for an aquatics coordinator. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for aquatics coordinator

- Plans and conducts monthly in-service training
- Develop aquatic related safety program for both campus community and WREC staff
- Coordinate the recruitment, selection, training, scheduling, supervision and evaluation of lifeguards and other aquatics program staff
- Develop training and procedural manuals for maintenance and lifeguards
- Conduct department staff meetings to convey relevant information, perform special projects as assigned, and assist in representing WREC staff and the Associated Students in contacts with the campus community, the public, and contractors involved with construction, repair, and renovation projects
- Responsible for managing certifications database
- Serve as Red Cross liaison on behalf of the WREC
- Perform routine preventative maintenance of pool and related equipment including but not limited to, pool deck cleaning, tile cleaning, pool chemistry, pool temperature, pool cleanliness, basket cleaning, chemical purchasing, solar heating system, periodic cleaning and maintenance of back-of-the-house operational equipment
- Coordinate and serve as liaison with Facilities Management Services (FMS) and outside vendors as required for aquatic related issues
- Perform comprehensive planned maintenance for Athletics Aquatics Facilities

Qualifications for aquatics coordinator

- Experience in public setting, preferably at a university
- Experience in supervising, advising or coordinating student leaders
- Volunteer Engagement with NIRSA or similar organization
- Willingness to spend up to 75% of the time on board a ship
- Speak, Read and Write English is required