Town of Selmer Parks and Recreation

230 N 5th St. Selmer, TN 38375

Office Phone (731)645-3866

<https://selmer.recdesk.com/Community/Home>

**Aquatics Coordinator**

**Department:** Parks and Recreation

**Position:** Aquatics Coordinator

**Dates:** (Tentative) May 25-September 1

**Age:** 18+

**Application Deadline:** Until filled

**General Purpose:**

Under the direct supervision of the facilities manager and the parks director, this position is responsible for assisting with the management of the day-to-day operations of the aquatic facility and lifeguard staff. This includes completion of daily reports, supervising and mentoring subordinate staff, and on-site operation of the aquatic facility. The job requires shifts ranging from morning to evening hours and weekends.

**Essential Functions:**

* Must have exceptional customer service skills
* Assist with the operation and maintenance of the aquatic facility. Complete daily safety checks of pool equipment and the surrounding pool area
* Monitor pool water chemistry through testing of water samples; knowledge and ability to troubleshoot and adjust chemistry as needed.
* Report chemical, janitorial, and concession supplies to be ordered
* Assist in planning, implementing, and enforcing lifeguard staff rotation and schedules, in supervising, evaluating, and training part-time/seasonal lifeguard staff.
* Assume duties of a lifeguard when necessary
* Responsible for opening and closing procedures
* Complete daily and monthly attendance reporting
* Correct or inform facilities manager of any facility hazards; complete routine walks of the facility
* Lifeguard exclusive rentals as needed
* Help with follow-up phone calls and emails
* Provide administrative support, including addressing general inquiries, maintaining department files and records answering phones etc.
* Attend work on a regular, reliable and punctual basis; subs for co-workers when available; is responsible for securing substitutes for shifts unable to work.

**Licenses, certificates, and other requirements:**

* Possessions of current certifications in Lifeguard training, CPR/AED for Professional Rescuer, and First Aid or able to obtain

**Physical Demands:**

* Must be able to push, pull or balance
* Upper body strength is a requisite to lift/move a maximum of 55 pounds unassisted, and lift/move a maximum of 200 pounds with assistance

**Environment:**

* 95% of the work is done primarily in hot, humid environments.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

**Disclaimer:**

The position description does not constitute an employment agreement between the Town of Selmer Parks and Recreation and employee and is subject to change as the needs of parks and recreation and the requirements of the job change.

Examples of duties listed in the position description are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similarly related or a logical assignment to the position.

Each employee’s position description is maintained as part of his/her personnel file. Additional copies of position descriptions may be requested through the department head.

Applications are available at the Selmer Community Center, 230 N. 5th St., Selmer TN and online at <https://selmer.recdesk.com/Community/Home>. If you have any further questions, please contact Selmer Parks and Recreation at (731)645-3866 or email parksandrecreation@selmer.gov