



**JOB ANNOUNCEMENT  
CITY OF TROY, AL  
INTERNAL/EXTERNAL**

**CLASSIFICATION TITLE: Programs/Aquatics Coordinator  
Parks & Recreation**

**FLSA DESIGNATION: NON-EXEMPT, CLASSIFIED**

**OPENING DATE: FEBRUARY 16, 2016**

**CLOSING DATE: FEBRUARY 22, 2016**

**PAY RATE: SKILL LEVEL 10-1**

**SUMMARY DESCRIPTION:**

This position will supervise the operations of the Troy Parks and Recreation programs, activities and aquatics at the Troy Recreation Center. Responsibilities will include but not be limited to: Supervision of lifeguards and part-time staff; Recruitment, training, hiring and scheduling of lifeguards and part-time staff; Upkeep of all existing items related to the day-to-day operations of the Recreation Center swimming pools; supervision of lifeguards; supervision of year-round swim lessons; training of swim lesson instructors; serving as swim team head coach; training and recruitment of swim team coaches; recruitment and management of swim team meets; knowledge and implementation of swim meet software; must be or become a Certified Infant Swim Resource Instructor; Must recruit new programs, activities and instructors for said programs; promotion of all programs; responsible for all social media for the department; supervision of Sportsplex Summer Day Camp; any and all other duties, jobs and assignments as deemed necessary by supervisors to provide first-class parks and recreation facilities, activities and programs for the citizens of Troy and Pike County, Alabama.

**REPRESENTATIVE DUTIES:** Under the supervision of the Troy Parks and Recreation Director:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Manage the day-to-day operations of the Troy Parks and Recreation swimming pools, and carry out assignments of day to day responsibilities, special projects and events.
2. Under the guidance and assistance of the Director, management and supervision of the part-time staff of the pools, to include recruiting, interviewing, hiring, training and scheduling of potential candidates to be employed on a part-time basis with Troy Parks and Recreation as lifeguards.

3. Will be responsible for scheduling, organizing, and carrying out a swim lesson plan which will include communication with parents and collections of monies related to swim lessons. Will be responsible for training swim lesson instructors.
4. Establish and maintain a positive and clean family environment for all customers to enjoy in the swimming pools and Recreation Center.
5. Will serve as the Troy Parks and Recreation Tiger Sharks swim team head coach, and will recruit assistant coaches. Will schedule swim meets against other parks and recreation agencies, and will publicize and promote the swim team.
6. Must be or become a Certified Infant Swim Resource instructor.
7. Must supervise the annual Summer Day Camp staff and employees, organize registration, scheduling of activities and anything and everything associated with the Summer Day Camp.
8. Will recruit new programs and activities, continue to manage and organize existing programs and activities, and will publicize and promote these programs to generate awareness and new members. Will be responsible for all collections of fees related to each program.
9. Communicate daily with the Director and Administrative Staff regarding assignments and day-to-day responsibilities and operations.
10. Make daily inspections of all facilities and equipment to insure cleanliness and potential maintenance issues which would require repair or replacement.
11. Address repairs to facilities and equipment as instructed by the Director, Administrative Staff and/or Maintenance Manager, and that equipment is repaired in an expedited and professional manner while seeking competitive pricing.
12. Must be able to promote the pools and Recreation Center through social media and other avenues of technology and local media included but not limited to newspaper, radio and television.
13. Perform related duties as required.

### QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of aquatics and low-impact exercise equipment and its intended use.
- Must have at least three (3) years of experience working in the aquatics, lifeguard and parks and recreation profession.
- Knowledge to maintain, operate and service any and all of the associated pool equipment.
- Must be a Red Cross certified lifeguard and currently or will become an Infant Swim Resource instructor within 6 months of hire.
- Must be able to identify issues related to the water quality of the pools.
- Will be expected to work at any time of the day or night as scheduled, seven days a week if necessary, in regards to day to day operations and special events in any capacity regarding day-to-day operations of Troy Parks and Recreation.

- Ability to read and comprehend written labels and instructions associated with job projects, equipment maintenance, cleaning products and more.
- Writing skills to communicate with the Director, Administrative Staff and other members of the department concerning day to day operations, projects and reports.
- Ability to communicate clearly and concisely.
- Must be able to troubleshoot and problem-solve.
- This job requires frequent lifting of heavy items and supplies on a daily basis of 50 pounds.
- Knowledge of preventive maintenance procedures and the ability to conduct pre and post operation maintenance checks and services on aquatics equipment.

**MINIMUM QUALIFICATIONS**

- A. Must possess a Red Cross lifeguard certification, or equivalent.
- B. Must have at least three (3) years of working in a lifeguard and/or parks and recreation profession.
- C. Must possess a valid Alabama Driver's License.
- D. Must have a good driving record.
- E. Subsequent to job offer, must submit to and pass a pre-employment physical, and drug and alcohol screening.
- F. Subsequent to job offer, position subject to satisfactory background check.

**MINIMUM REQUIREMENTS TO PERFORM ESSENTIAL FUNCTIONS:**

The following requirements are normal for this classification. Specific requirements may not apply to all positions within this classification, but are determined by the normal requirements for the particular position.

<b>Essential Physical Abilities</b>
Work is primarily performed in an indoor and outdoor setting. Job requires medium physical labor regarding many daily responsibilities including the ability to swim, teach water aerobics when necessary, teach swim lessons, team swim team, teach Infant Swim, teach Silver Sneakers, picking up of chemicals in boxes, bags or bottles, janitorial responsibilities of public restrooms if needed, lifting of tables and chairs. Lifting of 50 pounds is expected.
<b>Supervisory Control</b>
The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.
<b>Guidelines</b>
Guidelines include City of Troy Personnel Policies and procedures, benefits policies and procedures, the Risk Management Manual, and the City of Troy Core Values. These guidelines are generally clear and specific, but may require some interpretation in application.

<b>Complexity</b>
The work consists of semi-skilled and skilled supervisory and physical labor. The operation of cleaning equipment, hand-held tools and the ability to follow safety procedures contributes to the complexity of this position.
<b>Scope &amp; Effect</b>
The purpose of this position is to provide support to the Director and Administrative Staff and to act under their supervision. Success in this position results in greater effectiveness of Troy Parks and Recreation.
<b>Personal Contacts</b>
Contact is typically with employees, co-workers, vendors, and members of the general public.
<b>Purpose of Contacts</b>
Contacts are typically to give or exchange information, resolve problems, and provide services.
<b>Work Environment</b>
The work is typically performed indoor and outdoors, 12 months of the year, sometimes seven days per week.

**NOTE:**

Statements included in this description are intended to be representative of the duties and responsibilities of this job and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included. This job may also require meetings outside of normal business hours or work on weekends and evenings. Required traveling by auto for training or job assessments is possible.

IF YOU BELIEVE THAT YOU ARE QUALIFIED FOR THIS POSITION AND WOULD LIKE TO COMPLETE AN APPLICATION, BLANK APPLICATIONS ARE AVAILABLE FROM:

**City of Troy  
Human Resources Dept.  
Troy, AL 36081**

Resumes will not substitute for an application. Applications will remain on file 6 months from closing date.

*The City of Troy is an Equal Opportunity Employer*