



**RHODE ISLAND COLLEGE
JOB DESCRIPTION**

Position classification: PSA
Date created or revised: 9/15/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: Yes
Campus Security Authority: No

Title: Coordinator of Aquatics
Status: Full-time, non-standard work week, calendar year appointment
Grade: 9
Union Affiliation: PSA@RIC (Professional Staff Association)
Reports To: Assistant Athletic Director for Recreation and Intramurals.

PRIMARY PURPOSE:

Coordinate and be responsible for the overall administration, supervision, and management of the aquatic complex at the Recreation Center and the related programs, activities, and personnel.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Develop, supervise, and evaluate aquatic programs to include but not be limited to instructional programs, fitness swimming, Red Cross certification programs and other related organized and informal programs and activities designed to meet the needs of the College community as well as other Recreation Center users.
- Supervise the daily conduct of the pool to insure clean, efficient, and hazard free use and operation in accordance with general, and State health policies relating to swimming pools.
- Recruit, select, and train lifeguard staff.
- Supervise all aquatic facility staff including lifeguards, part-time support staff, locker room monitors, student help, etc.
- Develop and coordinate pool use and maintenance schedule.
- Act as the principal liaison to the American Red Cross for all certification programs.
- Create and maintain a daily pool log of all required health and safety concerns to insure compliance with state and local regulations and requirements.
- Maintain accurate files concerning swimming pool utilization, instructional programs, employee time cards, payroll records, etc.
- Monitor pool quality and locker room cleanliness in accordance with State health department standards while maintaining ongoing, accurate documentation.
- Assign and monitor employee work schedules and performance for payroll and evaluation purposes.
- Prepare and annual report on the pool's operation to include statistics on usage, activities, planning problems, etc.
- Assist in the management and marketing of the Recreation Center and its programs.
- Assist in fundraising initiatives.

Occasional Job Functions:

Perform other duties and responsibilities as assigned by the Assistant Athletic Director for Recreation and Intramurals (and the Director of Intercollegiate Athletics and Recreation in her/his absence).

REQUIRED QUALIFICATION STANDARDS:

Education:

Bachelor of Science Degree in Physical Education, Recreation, Athletic Administration, or related field.

Experience:

Minimum of three years of experience in swimming pool management including programming, operations, and procedures.

Skills, Knowledge and Abilities:

- Current Red Cross Certification to the level of Water Safety Instructor and Lifeguard Training Instructor.
- Must hold RI State Lifeguard Certification or be in possession of the current certifications necessary to obtain certification (i.e. First Aid, CPR, etc.)

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.