



# Job Opening

The City of Boaz currently has an opening for the following position:

## Aquatics Coordinator

This is an exempt **full-time** position.

Any interested person should bring an application to the Personnel Manager at Boaz City Hall, 112 N Broad Street, Boaz, Alabama or apply online at [www.cityofboaz.org](http://www.cityofboaz.org). Application may be picked up at Boaz City Hall or printed off the City's website. This position will be posted until filled.



**JOB DESCRIPTION**  
**CITY OF BOAZ, ALABAMA**

**JOB TITLE: AQUATICS COORDINATOR**

**CODE: 303**

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**JOB DEFINITION**

This position is FLSA exempt (full-time). This position works with others at the Boaz Parks and Recreation Department. The essential function of the position within the organization is to develop, organize and manage aquatics programs and events for the City of Boaz. The position is responsible for staff supervision; developing, directing and instructing aquatics programs at all city pools and splash pads; facility and equipment maintenance, and related clerical tasks. The position works independently, reporting major activities through periodic meetings with the Parks and Recreation Director and / or other administrative staff.

**ESSENTIAL FUNCTIONS**

- > Communicates with and supervises all aquatics staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- > Develops new programing; coordinates and directs all aquatics programs for all aquatics areas; and instructs programs and provides supervision and direction to other City programs as needed.
- > Interacts with the public to provide information regarding aquatics programs offered by the City, and to resolve issues/complaints related to all aquatics programs.
- > Reviews and approves expenditures for area of responsibility; provides fiscal data for preparation of annual budget; purchases and maintains inventory of equipment, supplies, and materials.
- > Manages and assists with maintenance of equipment, facilities, and/or grounds of responsibility, ensuring a safe environment for staff and patrons.
- > Performs clerical tasks such as data entry, preparing routine reports, assists with budget preparation, maintaining records and files, telephoning, faxing, or photocopying.
- > Demonstrates and instructs the proper strokes required to teach swimming skills and competitive swimming. This may be performed on slippery surfaces.
- > Attends or conducts staff and other professional aquatics meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills in public recreation and / or aquatics.
- > Regularly attends work and is willing to work non-standard hours and overtime time as required. Travels to attend workshops, aquatics related seminars as well as competitive swimming sites.
- > Performs related duties and responsibilities as assigned by the Parks and Recreation Director.
- > Must have the ability to repetitively lift 20 pounds or more with occasional lifting of 50 pounds or more.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- > Thorough knowledge of aquatics including competitive aquatic sports and activities. Ability to organize, direct and supervise well-rounded recreational aquatic programs for the City.
- > Considerable knowledge of maintenance and preparation of swimming pools, splash pads and any related aquatic equipment; and the maintenance of necessary equipment.
- > Ability to establish and maintain effective public and working relationships with sports leaders, team members, and the general public in the use of City recreational facilities.



- > Ability to effectively supervise assigned personnel and maintain effective working relationships with City employees, elected officials, and the general public.
- > Ability to maintain required reports, records, and information concerning activities and the use of City park and recreational facilities.
- > Ability to communicate clearly and concisely, both orally and in writing.

### **QUALIFICATIONS**

- > Requires BS degree in Recreation Administration or a related field. A combination of education and related experience may be substituted for a BS degree, as determined by the hiring authority.
- > Requires State of Alabama Driver's License. Requires, and must keep current, WSII (Water Safety Instructor – Instructors) Certification and LGI (Lifeguard Instructors) certification through the American Red Cross. Other aquatics certifications are desirable.
- > Requires five years of related experience. Must possess thorough knowledge of water chemistry, filtration, chlorination and other related swimming pool systems. Must have current AFO or CPO Certification. (Employee without certification must obtain certification within 6 months of hire.)
- > Any equivalent combination of education, experience and training which provides the required knowledge, abilities and skills may be considered as determined by the hiring authority.

### **NECESSARY SPECIAL REQUIREMENTS**

- > Must pass required physical examination and drug screen after position is offered.

