

TOWN OF CARBONDALE JOB DESCRIPTION

POSITION NAME: Aquatics and Health & Wellness Coordinator

DEPARTMENT: Parks & Recreation Department

JOB SUMMARY:

This position is responsible for representing the Town of Carbondale Parks and Recreation Department primarily as the Aquatics Coordinator for the John M. Fleet Municipal Pool, and additionally as the Health & Wellness Coordinator for the Carbondale Recreation & Community Center (CRCC), and during Parks and Recreation Special Events held throughout the year for the community.

The position requires an aquatics background to manage, oversee and operate the Town of Carbondale's outdoor seasonal pool. The position will recruit, hire, train, supervise and conduct payroll for all aquatics staff including Lifeguards, WSI instructors, part-time assistant staffing, and sub-contractors. They will perform or hire out all maintenance of the facility including the mechanical room. The position prepares mechanical room, grounds, and bathhouse for the seasonal opening and the post season winterization. They manage, maintain, monitor, and document the chemical balance of the pool to ensure compliance with state and federal operations and safety guidelines. This includes physically chemical reading, backwashing, and adding chemicals as needed. They create and market all programming and schedules for the John M Fleet Carbondale Pool. The position creates, reviews, and manages the annual Aquatics budget.

The scope of the Health and Wellness coordinator duties are to manage and supervise fitness instructors, personal trainers, and town employees. Creates, organizes, and implements new and existing self-funded self-produced Special Events with a Health and Wellness theme. Communicates and works in conjunction with other coordinators and the Recreation Program and Community Center Manager to create and market the fitness class schedules and special events. In addition to all other general CRCC coordinator duties.

Assists Recreation Program and Community Center Manager to resolve issues associated with facilities, public relations, marketing, and the production of high-quality customer service. Seeks measures to improve methods for pool management, and health and wellness fitness programming and special events. Works closely with the Parks and Recreation Director, Recreation Programs and Community Center Manager, and other recreation coordinators to provide administrative and labor support for Parks and Recreation related tasks that may be outside of the field of Aquatics or Wellness.

GENERAL DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Develops a complete knowledge of all areas of the aquatics facility, the CRCC, the Parks and Recreation Department, and the Town of Carbondale structure, personnel, programs, policies, and procedures. Enforces facility rules and regulations to ensure customer safety and security. Will need a working knowledge of town purchasing policies and abide by them.

In charge of all Aquatics facility maintenance, upkeep, operations, and repairs of the Aquatics Facility. Coordinates with Facility Maintenance Lead or hires out professional service sub-contractors to complete any repairs outside the scope of staff expertise. Maintains all Aquatics related operational and instructional manuals. Confers with Parks and Recreation Director and Recreation Program and Community Center Manager for any capital improvements or catastrophic operating system failures. Performs manual labor maintaining grounds and general building upkeep. At the CRCC, informs Recreation Programs and Community Center Manager of any facility maintenance and fitness equipment issues. Maintains organization of the gymnasium storage unit and all fitness equipment storage spaces.

Determines aquatics facility membership rates, recreation programs and facility rental fees that are approved annually through the budget process. Coordinates, schedules, and approves aquatics facility reservations, meetings, parties, and staffing for program set-up, as needed. Inputs all aquatics, fitness, and Special Events programs utilizing the existing software for streamlined front desk registration operations. Ensure all Aquatics

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Facility information, programs, staffing needs, fitness classes, Special Events, etc. are updated and correct on all marketing materials.

During design and construction of new Aquatics Facility (2023-2025) attends meetings requiring input from the Aquatics Facility Coordinator. Creates, documents, and conducts aquatics facility staff meetings and in-service trainings in compliance with regulations. Attends weekly CRCC staff meetings. Periodically presents programming reports, goals, and objectives to the Parks and Recreation Commission and Town of Trustees.

Creates Aquatics, Health & Wellness programs, and Special Events and provides oversight to assure compliance of these programs with established Town policies, procedures and local ordinances, and that State of Colorado statutes and Federal Government Guidelines are followed.

Recruits, hires, trains, evaluates, and supervises part-time staff, sub-contractors and seasonal employees. Hires and trains over 10 seasonal employees yearly for specific aquatics duties. Completes proper administrative paperwork to ensure employees and subcontractors have certified credentials upon onboarding and creates a tracking system to ensure on-going compliance. If appropriate, and in possession of the proper training and credentials, acts as back-up instructor for classes offered. Prepares work schedules, maintains timecards, and discusses personnel actions with Recreation Programs and Center Manager, as needed.

At the John M Fleet Pool supervises the collection, handling and recording of all revenues and expenditures on a daily basis. Ensures proper cash, credit card and check handling and accurate accounting for daily deposits. Prepares cash drawers and replenishes petty cash customer service, membership supplies and concessions. May be asked to accomplish these duties at the CRCC if the Front Desk Coordinator is away.

Creates quarterly and end of seasonal revenue and expense reports of daily use fees, memberships, aquatics classes and aquatics programs. Prepares cost break even analysis on all Special Events and programs. Acts as Red Cross Facility Administrator coordinating Red Cross affiliations, payments to the Red Cross, and class number and class instructor reporting's. Administers annual operating, capital expenditure and capital outlay budgets for aquatic facility, fitness classes, personal training, and appropriate Special Events. Review budget annually with the Parks and Recreation Director and Carbondale Recreation and Community Center Manager. Ensures aquatics programs, fitness offerings and Special Events are operating within the assigned cost-recovery percentage designation. Orders new equipment as needed and maintains the existing inventory in compliance with the Town Purchasing Policy and allocated budget.

Cross-trains to carry out or assist subordinates and co-coordinators in performing any duties. Assists at all Parks and Recreation led Self-Produced Special Events as schedule allows. Maintains knowledge of all CRCC activities and programs as well as in depth knowledge of the aquatics and recreation software. Use this knowledge to input classes, programs, activities, rentals, update schedules, calendars and pricing into said systems and to troubleshoot membership issues, program issues and class enrollment and cancellations regardless of the department. Resolve customer complaints at both the Aquatics Facility and CRCC. Works to solve problems in ways that are fair and consistent with department policy. Is responsible for presenting a good public image both face to face and over the phone and being congenial at all times. Performs other duties as assigned and required.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS:

A Bachelor's degree from an accredited college or university in recreation services, fitness, or related field is required. At least three years of management experience in operation and maintenance of an aquatic facility. One to three years of experience in customer service, employee management and or facility coordination, or an equivalent combination of education and experience. One to three years in health and wellness fitness recreation program creation and/or instruction, or an equivalent combination of education and experience. Preferred but not required: experience as an aquatics manager during remodeling, demolition, design, construction, warranty close out, of an aquatics facility. Preferred but not required: Bilingual English/Spanish

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OTHER SKILLS, CERTIFICATIONS, LICENSES, AND TOOLS REQUIRED:

A pre-employment drug screen from the Town's designated physician and a thorough background check will be required of the successful applicant.

Possession of a Colorado Driver's License (within three months of hire date).

Possession of First Aid and CPR certifications.

Possession of a current CPO (Certified Pool Operator) or AFO (Aquatics Facility Operator) certification or the ability to obtain the certification prior to the opening of the seasonal aquatic facility.

Possession of Red Cross lifeguard training instruction (LGI), certification in water safety instruction (WSI) or the ability to obtain the certifications necessary prior to the opening of the seasonal aquatic facility.

Possession of knowledge of computer systems and the ability to use them for word processing, spreadsheets and analytical/financial data reporting. Knowledge of basic accounting and cash management practices.

Strong organizational skills and handles multiple tasks concurrently. Ability to provide supervision and instruction to employees, volunteers and class instructors. Ability to work closely and cooperatively with children, adults, and senior citizens.

Ability to communicate effectively, both verbally and in writing. Ability to work with various community groups and the general public.

DESCRIPTION OF WORK SCHEDULE, HOURS AND OVERTIME REQUIREMENTS:

Work hours are a typical weekday schedule; however this employee is responsible to make sure that the aquatics facility and the fitness programs are covered at all times. The position requires working frequent split hours, evenings and weekends during the summer for pool operations and during the winter to meet the demand of the public use of the CRCC.

SUPERVISION RECEIVED:

Is directly supervised by the Recreation Programs and Community Center Manager, who is supervised by the Park & Recreation Director.

SUPERVISION EXERCISED:

Exercises direct supervision over all aquatics staff including: WSI instructors, lifeguards, Water Aerobics Instructors, pool maintenance subcontractors and seasonal employees. At the CRCC supervises all Personal Trainers and Exercise Instructors. Provides limited supervision of the following CRCC employees: recreation assistants for special events, volunteers, all within the scope of fitness and wellness programming at the CRCC and offsite.

COMPLEXITY/RESPONSIBILITY:

The position is responsible for the successful operation of the pool and supervision of a variety of fitness-based recreation programs and Special Events and the coordination/supervision of instructors, schedules, equipment and personnel.

FLSA STATUS: Non-Exempt

SCOPE OF INTERPERSONAL CONTACTS:

Contacts include other Town Employees, Parks and Recreation Department employees, local business owners, volunteers, sub-contractors, citizens, and other facility user groups.

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WORK ENVIRONMENT/PHYSICAL ACTIVITIES:

Work is performed in a variety of environments, both indoors and outdoors, and involves exposure to varying weather conditions and aquatic chemical environments. Physical demands may involve lifting, carrying, bending, reaching, sitting, standing, swimming, diving, walking, climbing, talking, hearing, seeing, and requires the full range of body movements in the conduct, instruction, and supervision of aquatics facility and CRCC activities. The ability to lift, carry, push, and pull objects up to 50 pounds on a frequent basis.

Must have the physical and visual capabilities to operate motorized equipment and vehicles.