



Boardman Park & Recreation District
1 W. Marine Drive & 311 Olson Road
PO Box 8
Boardman, OR 97818

Job Title: Aquatics Coordinator

Duration: Annual

Reports To: Recreation Center Manager

FLSA Status: Non-Exempt

Grade: 12

Wage: \$54,094 - \$68,525 Annual

An Aquatic Coordinator is responsible for planning, supervising, and evaluating all aquatic programs while ensuring the safe and efficient operation of the pool facility. The position serves as the primary leader for aquatic staff, programming, customer service, and safety compliance.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. **Other duties may be assigned.**

Aquatic Program Management

- Develop, coordinate, and evaluate aquatic programs and services.
- Schedule and oversee swimming lessons, water fitness classes, lap swim, open swim, and special aquatic events.
- Monitor program participation and make recommendations for improvements. Develop new programs based on community needs and interests.
- Assist with marketing and promotion of aquatic programs.

Safety and Risk Management

- Ensure compliance with all federal, state, local, and agency aquatic regulations.
- Enforce pool rules and safety procedures.
- Coordinate emergency response training and drills.
- Investigate accidents and incidents and complete required reports.
- Maintain a safe environment for patrons and staff.

Staff Supervision and Leadership

- Recruit, hire, train, schedule, and supervise lifeguards, swim instructors, and aquatic support staff.
- Conduct staff meetings and in-service trainings.
- Evaluate employee performance and provide coaching and corrective action when necessary.
- Ensure adequate staffing levels for all aquatic operations.
- Maintain employee certifications and training records.

Aquatic Facility Operations

- Assist with daily pool operations and facility oversight.
- Conduct routine inspections of aquatic facilities and equipment.
- Monitor water chemistry and ensure compliance with health standards.
- Coordinate maintenance and repair needs with facility staff.
- Maintain records related to operations, inspections, and safety compliance.

Swim Lesson Program Administration

- Coordinate swimming lesson schedules, registration, and class assignments.
- Train and mentor swim instructors
- Evaluate lesson quality and instructor performance.



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- Respond to parent concerns and customer feedback.
- Monitor participant progress and program outcomes.

Budget and Financial Management

- Assist in preparing and monitoring the aquatic program budget.
- Track revenues and expenditures.
- Monitor program cost recovery and participation trends.
- Recommend purchases of supplies, equipment, and program materials.
- Maintain inventory of aquatic equipment and supplies.

Customer Service and Community Relations

- Provide exceptional customer service to patrons.
- Resolve participant concerns, complaints, and conflicts.
- Build positive relationships with community members, schools, and partner organizations.
- Represent the aquatic department at community events and meetings.

Administrative Responsibilities

- Maintain accurate records and reports.
- Prepare monthly participation and operational reports.
- Process registrations, refunds, and program documentation as needed.
- Ensure certifications, licenses, and records remain current.
- Assist with policy development and implementation

Supervisory Responsibilities

Directly supervisors 10 to 25 minor aged employees in the Aquatics Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning and directing work; appraising performance; rewarding positive behavior and addressing complaints.

Education and/or Experience

- High school diploma or general education degree (GED)
- One to three months' experience and/or training in aquatics and/or managing minor aged employees in a stressful setting;
- And/or an equivalent combination of education and experience.
- Previous lifeguard and swimming instruction experience preferred but not required – willing to train.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



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Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates, Licenses, Registrations

- Current Valid Driver's License
- Red Cross Lifeguard Certification (Ability to obtain within 3 months of date of hire)
- Lifeguard Instructor Certification (ability to obtain within 6 months of date of hire)
- Aquatics Facility Operator License (ability to obtain within 6 months of date of hire)
- Water Safety Instructor Certification (ability to obtain within 1 year of date of hire)

Physical Demands

The employee must be able to perform a variety of physical activities including standing, walking, sitting, reaching, bending, and lifting. The position requires regularly lifting up to 10 pounds, frequently lifting up to 25 pounds, and occasionally lifting up to 50 pounds. Visual acuity is sufficient to monitor aquatic activities and ensure participant safety is required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Work Environment

While performing the duties of this Job, the employee is regularly exposed to wet and/or humid conditions, moving mechanical parts and toxic or caustic chemicals. The noise level in the work environment is usually loud or noisy.

Work Schedule

This is a full-time position generally scheduled for 40 hours per week. Work schedules may vary based on operational needs and aquatic programming demands. Evening, weekends, holidays, and special event hours may be required. Employees are expected to maintain regular attendance, comply with District timekeeping requirements, and be available to work a flexible schedule as needed to support aquatic operations.

Benefits

Boardman Park & Recreation District offers a comprehensive benefits package that may include:

- Medical insurance
- Retirement plan participation
- District-paid gym membership
- Paid holidays
- Vacation and sick leave accrual
- Professional development opportunities

Benefits are subject to eligibility requirements and District policies.