



Mark D. Campanella, Sr.
Superintendent of Parks & Recreation

**Town of Tonawanda Youth, Parks & Recreation Department
299 Decatur Road
Tonawanda, NY 14223**

**Recreation Attendant B FT Salaried
Aquatics Coordinator – Outdoor Pools and Aquatic & Fitness Center**

Requirements:

- Possess Lifeguard training, CPR/AED, Oxygen Administration
- Be a certified Water Safety or Lifeguarding Instructor or Swim Coaching Certification
- Familiarity and proficiency with the American Red Cross' Instructor's Corner and Learning Center
- Experience managing a staff of at least 20 people
- Proven ability to coordinate a learn to swim program, swim lessons and teaching people to swim

Duties of the Aquatics Director

The Aquatics Coordinator reports to the Aquatic & Fitness Center Facility Director. The Aquatics Coordinator ensures patron safety and protect lives through proper training and development of lifeguard staff. Duties of the Aquatics Coordinator are administrative, as well as hands on duties.

Administrative

- Scheduling all part-time employees' shifts.
- Setting up facility for swim meets and other special events. Clean up facility following events and assist maintenance department with returning facility to normal operating status.
- Utilize the in-house computer software to manage programs, generate reports, communicate with members and registrants, etc. (ie. VSI)
- Assist with the organization, planning and delivery of Department and facility special events.
- Plan and coordinate all pool rentals.
- Performing any other duties as assigned by full time Youth, Parks, and Recreation staff.

American Red Cross

- Assigning instructors to American Red Cross safety courses for the entire Town of Tonawanda Department of Youth, Parks, and Recreation.
- Assist with instruction of American Red Cross classes to maintain all required certifications.
- Keeping abreast of American Red Cross and aquatics industry activities and trends by reading industry periodicals, related literature and information provided through online sources.
- Maintain accurate records of all Lifeguard certifications including summer staff at outdoor pools.
- Troubleshoot common water problems along with various filtration and water chemistry issues.
- Recruit and develop potential lifeguard instructors (LGI's) to teach required certification courses.

Staff Management

- Schedule staff to properly cover all instructional and recreational swim programs while adhering to all personnel budget guidelines and limits.

- Scheduling, preparing, and conducting all in-service training for Aquatics staff with input from Facility Director and using industry publications and websites for ideas to add variety to the program.
- Conduct and plan monthly Aquatics supervisor meetings.
- Scheduling, preparing, organizing, and conducting all Town lifeguard screening for lifeguard applicants, both off-season and pre-season.
- Organizing new Pool Supervisor and Lifeguard orientations.
- Oversee staff of pool supervisors to ensure safe and efficient operation holding them accountable for specific job related duties and standards.
- Recruit and develop swim instructors (WSI's) to teach swimming.
- Assist with teaching some swimming lessons as needed.
- Expand aquatics programming to include other activities to be offered.
- When in the role of pool supervisor direct supervision of the Lifeguard staff, maintain proper pool water chemistry, filling in as a Lifeguard when necessary responding to emergencies, addressing patron complaints and concerns.

Outdoor Pools Division

- Plan summer staff orientation and training
- Hire sufficient staff for all outdoor pools
- Create, edit and distribute summer program/activity brochure
- Create and set schedules for all outdoor pools
- Assign all staff schedules for all outdoor pools
- Request ECDOH operational permits annually
- Submit safety plans bi-annually to ECDOH
- Work with AFC Facility Director to order all uniforms, equipment, supplies for outdoor pool operations
- Work with local police department to oversee and incidents/crime at outdoor pools
- Promote and advertise summer programming
- Performing any other duties as assigned by full time Youth, Parks, and Recreation staff.

Please submit resume to:

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 Town of Tonawanda Youth, Parks & Recreation
 299 Decatur Road
 Tonawanda, NY 14223
 Email: mcampanella@tonawanda.ny.us