

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: AQUATICS SPECIALIST

RANGE: 24

DISTRICT VALUES

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

SUMMARY DESCRIPTION

Under the direction of the Manager of the Wellness & Aquatics Complex, the Aquatics Specialist will provide a full range of aquatics duties and support. This position is assigned projects, programs, or functional area; aquatics programs; serve as a liaison between the aquatics complex area and members, the general public, students, staff, and other campus and community officials and groups; develop and maintain relationships with other organizations and schools perform a variety of technical and program support duties in support of the aquatics complex and plan, coordinate, and implement assigned operations and activities of the assigned office.

DISTINGUISHING CHARACTERISTICS

The Aquatics Specialist performs a full range of project coordination duties in support of aquatics services including to participate in the development, implementation, and administration of assigned services and functional areas, participate in budget development and monitoring, and project area policy and procedure development and implementation. Positions at this level coordinate communication and work activities among District staff and members and business/rental groups and partners. Assignments performed at this level require a broad knowledge of the fitness center area and an in-depth knowledge relative to aquatics.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in organizing all aspects of the aquatics complex; ensure compliance with all aspects of fitness and aquatics center requirements. *E*
2. Aid in maintaining staff certifications and records; ensure all aquatics staff, lifeguards, aquatics instructors and SOL Swim coaches certifications remain current at all times.
3. Assist the SOL Swim, Water Polo, and Diving teams in administrative duties, by organizing membership data, athlete rosters and securing confidential information.
4. Assist in the process of securing meet bids, water polo tournaments, pool practices, cancellations, and pool set-up.
5. Assist in the creation of regular lifeguard training classes and schedules to promote a steady source of aquatics staff.

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6. Occasionally perform lifeguarding duties when the staffing situation calls for additional lifeguard support.
7. Communicates with other college departments about conditions of the pool chemistry, damaged equipment and facility hazards that need to be addressed immediately.
8. Assist in facility setup and transitions as required including pool covers, use of the auto-vacuum, set-up of the Colorado Time Equipment for swim meets, and water polo tournaments and matches.
9. Assist in the planning, design, and implementation of aquatics complex elements that support service delivery; participate in processes to define scope and schedule of services and activities; participate in implementation processes.
10. Assist in the organization of resources for aquatics; determine project short and long-term needs and develop recommendations; assist in the design processes and procedures to implement, maintain functional area resources.
11. Participate in the development and implementation of goals, objectives, policies, and priorities for the aquatics complex, functions, and program areas; research, implement, and administer policies, procedures, programs and changing business practices and processes for assigned area; aid in developing and maintaining handbooks, forms, and related policies and procedures.
12. Provide assistance in resolving operational and administration problems; identify problem areas and issues; conduct research, administrative, operational, financial, and analytical duties in support of aquatics, programs and/or functions; conduct studies, research projects, and analysis to find alternative solutions; make recommendations; assist in implementation of recommendations.
13. Assist in the preparation of administrative, operational, budget and financial reports including the preparation of conclusions, recommendations, and forecasts based on data summaries and other findings; consult with District staff and outside agencies to obtain information; collect and analyze financial data; review and analyze budget requests; create data tracking and reporting systems; monitor status.
14. Assist in the process of research, negotiate, and monitor assigned aquatics related contracts and agreements with outside suppliers, service providers, and others; ensure work is performed in compliance with contracts and agreements; process invoices and payments.
15. Assists and participates in the process of grant sourcing and application processes; research grants and assist with the preparation of applications for funding sources applicable to assigned projects and program area; assists in writing grant proposals.
16. Assist and work with the Marketing Communications Associate with providing information to create and maintain publications promoting the aquatics program, or program area; develop publications and materials to advertise and provide program information including newsletters, directories, handbooks, special event flyers, and other public relations materials as needed.
17. Assist in coordinating assigned aquatics activities and functions with other staff, projects, and functions as well as local, state, and federal agencies/jurisdictions, members, business partners, and the general public; coordinate with, interact with, share knowledge, and develop collaborative relationships.
18. Collaborate in the design and implementation of a network of community-based organizations and schools that will oversee and provide services and experiences for program participants.
19. Represent the aquatics program, participate on, and provide staff support to a variety of

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committees, task forces, and boards; develop agendas and write speaking points; prepare and present presentation materials, staff reports, and other documents as appropriate and necessary; respond to and resolve inquiries and complaints.

20. Serve as contact and respond to requests for information from members, staff, other agencies, and the general public regarding project or the fitness center and aquatics; participate in community outreach and education activities; prepare presentations and related material.
21. Aid in maintaining records concerning aquatics activities; process incoming and outgoing documents; prepare and track various documents; prepare reports and briefings on project aquatics complex status, progress, changes, schedule, and budget.
22. Assist with managing data and information used in aquatics area including to administer assigned databases; enter and modify data; generate reports; train staff on use of database systems; prepare database documentation.
23. As assigned, coordinate schedules and progress of program participants for Lifeguard Training class, update swim lesson training and participate in planning new aquatics programming.
24. As assigned, assist in the implementation of systems for member outreach, orientation, training, monitoring, tracking, and evaluation; recruit, screen, interview, enroll and place program fitness center members at appropriate sites aquatics programs; coordinate selection activities with site supervisor; determine student member training needs, identify curriculum programs, and facilitate training.
25. Assist in organizing on-campus events and fairs; recruit agencies and schools; coordinate logistics including to obtain space, promote events, and set-up for events.
26. Assisting in the planning and implementation of training and work guidance to Wellness and Aquatics Complex staff; schedule assigned staff; ensure staff follow District policies and professional standards.
27. Perform related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Operational characteristics, services, and activities of the functions, programs, and operations of the assigned project or program area wellness and aquatics complex.
- Goals and objectives of the assigned project or program area wellness and aquatics complex.
- Basic principles and practices of aquatics program development, administration, and review.
- General principles, practices, and procedures of business administration and public administration.
- Technical knowledge of aquatics business/industry principles and practices for the area of responsibility.
- Methods and techniques used in the performance of duties and responsibilities specific to the area of assignment.
- Basic project and contract management principles and practices.
- Information and research resources available related to areas of assignment.
- Pertinent federal, state, and local laws, codes, and regulations including applicable sections of the State Education Code and other legal requirements related to area of assignment.
- Work organization and office management principles and practices.

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- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business communication letter writing.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Principles, practices, and procedures of complex fiscal, statistical, and administrative research and report preparation.
- Statistical procedures and mathematical concepts.
- Principles and techniques used in public relations including methods and techniques of proper receptionist, email, and telephone etiquette.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work guidance, and guidance to office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- District organization, operations, policies, and objectives.

Ability to:

- Understand the organization and operation of the assigned program area aquatics complex as necessary to assume assigned responsibilities.
- Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.
- Coordinate and participate in the assigned project, program, or program area the aquatics complex functions and services.
- Establish and maintain community relationships.
- Understand the nature of partnerships and identify mutual interests.
- Assessing the community needs to develop appropriate service partnerships for assigned programs.
- Use technical concepts and basic project management tools and techniques to effectively coordinate a project or program area and solve complex problems in creative and effective ways.
- Develop recommendations for problematic areas and implement and monitor changes.
- Participate in the development and administration of policies and procedures.
- Participate in the preparation and administration of assigned budgets.
- Provide specialized information and assistance to members, students, staff, and the general public.
- Coordinate projects with multiple tasks and re-prioritize as needed.
- Perform a full range of complex and responsible program and technical support as well as difficult administrative duties involving the use of independent judgment and personal initiative.
- Establish, review, and revise office work priorities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from members, students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Screen, interview, and assess needs of students and clients may be required for some assignments.

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- Research, compile, assemble, analyze, and interpret data from diverse sources.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Maintain complex and varied files and records. Implement and maintain filing systems.
- Train and provide work guidance to assigned staff and student workers.
- Plan, organize, coordinate, prioritize, and perform work.
- Make simple arithmetic calculations.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Plan and organize work to meet schedules and changing deadlines.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Learn and adapt to changing technologies and learn functionality of new equipment and systems.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently and effectively in the absence of supervision.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to two (2) years of college with major course work in public administration, business administration, recreation, or a related field; **AND** four (4) years of increasingly responsible experience providing technical and administrative support in a related program area, **AND** two (2) years of pool lifeguarding experience.

LICENSE AND OTHER REQUIREMENTS

Possession of American Red Cross Lifeguard Training inclusive of CPR for Professional Rescuer, First Aid (Title 22), and AED certification.

DESIRED REQUIREMENTS

Experience in aquatic facility operations, program development, facility and equipment maintenance, and scheduling of a large multi-pool facility.

Possession of, or ability to obtain within six (6) months, American Red Cross Lifeguard Training Instructor certificate.

Possession of, or ability to obtain within six (6) months, American Red Cross Water Safety Instructor (WSI) certificate.

Possession of American Red Cross Water Safety Instructor Trainer (WSIT) certificate.

Possession of, or ability to obtain within six (6) months, Aquatics Facility Operator or Pool Operator certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; employees may interact with upset staff, students, members, and/or the public in interpreting and enforcing policies and procedures; adverse weather conditions; moderate to high noise levels; work irregular hours including weekends and evenings; locker room, gymnasium, and outdoor aquatic environment.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requires repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; to occasionally travel to other offices or locations to attend meetings or to pick up or deliver materials; travel outside of the San Diego area may be required for some assignments; walking in an aquatics complex; swimming, performing aquatics rescues.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.