



Town of Vernon

Employment Application

Openings as of 2/23/2022

- ***Aquatic Program Coordinator*** JobID: 604

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- **Position Type:**
Parks and Recreation Line Employees
- **Date Posted:**
2/8/2022
- **Location:**
Parks and Recreation Offices

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Town of Vernon

Title: Aquatic Program Coordinator

Hourly Rate: \$20.00-\$21.00

Job Summary

Aquatic Program Coordinator is responsible for the operations of the Aquatics Program which encompasses open swim, swim lessons, special events, pool and beach rentals & related tasks. Responsible for coordinating a comprehensive training program and provide day to day supervision of the Aquatics staff. This is seasonal position beginning in May and ending September.

General Duties

- Is considered a first responder for all medical procedures and may be exposed to possible health risks.
- Responsible for planning and implementing pre-season lifeguard training program and weekly in-services.
- Guest relations and handling customer complaints.
- Responsible for enforcing the rules and regulations of the aquatic facility.
- Maintains accountability of and is responsible for the health and safety of all patrons and employees within the aquatic programs.
- Scheduling of aquatic employees ensuring the facility is fully staffed during hours of operations.
- Practices and teaches preventative lifeguarding to prevent accidents in and around the water.
- Assist distressed swimmers.
- Responsible for keeping proper attendance, financial and training records.
- Maintain positive relations in daily contact with public and employees.
- Perform required duties in accordance with Town, Department and American Red Cross Lifeguard/First Aid/CPR/AED training & policies.
- Communicate with the Recreation Supervisor and Park Maintenance team regarding any facility issues.

- Responsible for all day to day operations of all aquatic facilities and aquatic staff.
- Performs related work as assigned.

Qualifications

- 18 years of age or older.
- Minimum 3 years of lifeguard experience.
- 2-3 years experience in a supervisor role.
- Possess current American Red Cross Lifeguard with Waterfront Certification.
- LGI certification preferred.
- Must possess a valid driver's license and reliable transportation.

Physical and mental effort and Work Conditions

- Must be in good physical conditions.
 - Able to lift objects in excess of 30 pounds.
 - Able to concentrate for extended periods of time.
 - Able to sit, stand and swim for extended periods of time.
 - Able to attend to task for 45 minutes.
 - Able to perform tasks which require hand-eye coordination.
 - Able to see objects closely and far away.
 - Able to hear normal sounds with background noise, such as a call for help.
 - Extended exposure to the sun.
 - Exposure to blood, body tissues or fluids.
 - Exposure to outside weather conditions.
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