



THE TOWN OF RIDGEFIELD

FULL TIME POSITION AVAILABLE

TITLE: Aquatics Coordinator (Full Time)

DESCRIPTION:

Responsible for the daily operations, staff and activities of two indoor recreation pools and a seasonal fresh water pond/beach. Duties include lifeguarding and class instruction, including American Red Cross swim lessons. Varied work schedule includes weekdays and one weekend day (40 hrs/week). Current Schedule: Tuesday, Wednesday, Thursday (9:45am-6:45pm), Friday (9:45am-6:45pm), Saturday (8:30am-5:30pm)

ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- Supervises the lifeguards and water safety instructor staff to ensure appropriate techniques and adequate safety procedures are being followed.
- Provides on-going training/orientations for all new lifeguards in department policies and procedures, corrects behavior as necessary.
- Enforces all rules and regulations established by Parks and Recreation, and the lifeguard staff enforces rules and regulations consistently.
- Inspects and maintains rescue equipment, first aid station, backboard, etc., and assures they are in good working order.
- Maintains a sanitary pool area free from defective equipment and unsafe or unhealthy conditions.
- Works with Wellness Operations Supervisor and Aquatic Coordinators to ensure that all staff know their assigned shifts/classes, covering when necessary and keep patrons informed of pool rules and regulations. Coordinates coverage when a shift is not covered.
- Teaches multiple swim lessons to a wide range of ages and abilities; Evaluates program effectiveness and recommends changes as needed.
- Maintains accurate records on a computer, and ensures all necessary paperwork (accident/incident reports) is completed in a timely manner.
- Cross-trained in other Aquatic Coordinator duties and performs other duties as assigned.
- Regular attendance as required by the position.

PHYSICAL REQUIREMENTS:

Full mobility in order to teach swimming in the water and rescue any adult or child in distress; ability to maneuver around an indoor pool and quickly respond in an emergency; ability to sit, stand, bend, reach, swim, dive, climb; lift up to 50 lbs. regularly; Provide emergency patron assistance as necessary; when working at fresh water pond environment must easily move on sand, climb guard chairs, walk uphill to location and guard shack, move lifeguard and pond equipment (sometimes with assistance).

QUALIFICATIONS:

- Minimum 18 years of age or older
- Must be certified by American Red Cross in Lifeguard Training, First Aid, CPR/AED for the Professional Rescuer and Water Safety Instruction
- Must be Waterfront Certified or become certified within 6 months of hire
- Must have prior supervisory level experience for pool/waterfront facility and lifeguarding (2 years preferred)
- Must have a valid driver's license in order to move between facilities
- Must pass background investigation, post-offer drug screen and pre-employment physical

CURRENT SALARY: \$45,000 - \$47,000 to start

APPLICANT POSTING DATES: Until filled

Apply to Human Resources at personnel@ridgefieldct.org or fax (203-431-2328) or mail us your resume to Town of Ridgefield 400 Main Street, Ridgefield, CT 06877 -Attn: Human Resources