



CLASSIFICATION NO. 843

Established: 5/07

Revised: 9/08

FLSA: Non-exempt

EEO: 8

AQUATIC PARK SHIFT COORDINATOR

CLASS CHARACTERISTICS

Under direction, to provide customer service and assist the Aquatic and Recreation Supervisor in the planning and implementation of recreational, educational, and social programs offered through the North Clackamas Aquatic Park; to ensure the safety of Aquatic Park patrons and efficient and safe operations of facilities, pools and related equipment; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to senior citizens, youth, students and other County residents within the park district boundaries.

The Aquatic Park Shift Coordinator is responsible for providing quality customer service and assisting in the development, coordination, and effective and safe operations of a variety of programs and support services within the Aquatic Park.

The Aquatic Park Shift Coordinator differs from the Aquatic and Recreation Supervisor, which has supervisory responsibility over program activities and staff. This classification also differs from the Office Specialist series, which performs a variety of administrative support activities for a variety of County departments.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Coordinates the scheduling of activities for the facility; assists the Aquatic and Recreation Supervisor in coordinating room and facility rental within the North Clackamas Aquatic Park for special events, meetings, banquets, birthday parties, and receptions.
2. Coordinates the efficient operations of aquatic park equipment and facilities; identifies and assesses safety hazards within the Aquatic Park; recommends and implements solutions as needed.
3. Utilizes software programs to manage registration and facility bookings; participates in an ongoing public relations program as an active representative of the North Clackamas Aquatic Park.

4. Provides customer service at the front desk and on the phone; assists in the administration of front desk operations, as well as the training and scheduling of front desk and aquatic staff.
5. Performs a variety of clerical duties and functions to promote and maintain effective program services and procedures; enters data from a variety of documents into computer terminal.
6. Responds to and investigates safety related complaints and issues; documents patron complaints, first-aid incidents, staff issues and equipment deficiencies and recommends solutions.
7. Receives, transfers or refers calls to proper sources; provides basic program information relating to department/division services; schedules appointments for clients with appropriate staff member(s); meets and greets the general public and/or clients and directs individuals to appropriate staff.
8. Coordinates and presents aquatic and safety training for patrons and staff; reviews training and course qualifications and makes safety certification recommendations.
9. Participates on the aquatic park safety committee; monitors committee schedule and agenda; ensures committee meets state mandated safety committee requirements.
10. May perform duties as lifeguard, teach swim lessons and instruct aquatic exercise as needed.

REQUIRED KNOWLEDGE AND SKILLS

Working Knowledge of: Organized community recreation principles and practices; effective communication skills; software applications; applicable State regulations related to aquatic facility safety, safety committees and health codes related to aquatic chemicals.

Skill to: Schedule and coordinate a variety of recreational programs; prepare operating schedules to coordinate facility usage; understand applicable regulations to assess safety hazards within an aquatic facility; meet and deal with the public, clients and other staff in a courteous, professional manner; train part-time workers; prepare and maintain records and reports; establish and maintain effective relationships with county employees and the public; communicate effectively, both orally and in writing.

Some positions require working evenings and weekends.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- American Red Cross CPR/PR, AED and Blood borne Pathogens certifications
- Some positions require American Red Cross Lifeguard and Water Safety Instructor certification.

PRE-EMPLOYMENT REQUIREMENTS

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.