



CLASSIFICATION NO. 843

Established: 5/07

Revised: 9/08; 2/24

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. It further differs from the Recreation Shift Coordinator classification, which is responsible for the scheduling, training and implementation of sports and recreation programs within North Clackamas Parks and Recreation and does not have Aquatic responsibilities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Coordinates the scheduling of activities for the North Clackamas Aquatic Park; assists North Clackamas Aquatic Park Management with the overall operations of the pools and/or front office during assigned shifts.
2. Assists in the training and scheduling of Aquatic Center support staff; ensures coverage and appropriate rotation of lifeguards throughout assigned shifts.
3. 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; leads response to emergency situations; activates Emergency Action Plan as needed for all types of emergencies, including rescues and hazardous waste clean-up of

feces, vomit, and blood; ensures lifeguards are able to return to focus post-emergencies and resume safety scanning responsibilities.

4. 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.
5. Provides customer service to patrons within the facility and on the phone; provides customers with information on Aquatic Park programs offered; addresses concerns or issues that have been escalated regarding facility and/or water safety and patron/customer interactions.
6. Performs a variety of clerical duties and functions to promote and maintain effective program services and procedures; updates and maintains spreadsheets, databases, and reports; interprets data for proper input to program formats; assists in the administration of Aquatic Park operations.
7. Responds to and investigates safety related complaints and issues; documents patron complaints, first-aid incidents, staff issues and equipment deficiencies and recommends solutions.
8. Observes and documents the practicing of lifeguarding skills by staff to apply toward required hours for lifeguard re-certification; monitors performance of scheduled staff.
9. Monitors chemical levels in pools and maintains proper pool water chemistry balance; applies chemicals to make appropriate adjustments; directs staff to make limited adjustments.
10. Coordinates and presents aquatic and safety training for patrons and staff; reviews training and course qualifications and makes safety certification recommendations.
11. Participates on the aquatic park safety committee; monitors committee schedule and agenda; ensures committee meets state mandated safety committee requirements.
12. May perform duties as lifeguard, teach swim lessons and instruct aquatic exercise as needed; operates pool equipment.

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.

WORKING CONDITIONS

The North Clackamas Parks and Recreation District operates 7 days per week which requires staffing of Sports and Recreation Program Shift Coordinators, as assigned, for all shifts. Positions may be assigned to workday or evening shifts, including weekends and holidays.

Duties require frequent to continuous standing, walking, sitting, stooping, bending, squatting, lifting, climbing, twisting, reaching, balancing, grasping, and fine motor control. Duties also involve prolonged exposure to water, humidity/heat, loud noise, slippery and uneven surfaces, pool chemicals, dust, and dealing with distraught or difficult people.

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: None required.

Licenses/Certifications:

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

- American Red Cross certification for Shallow Water Lifeguard (ARCWLG).
- American Red Cross (ARC) certification for CPR/AED/First Aid/Bloodborne Pathogens.
- Positions assigned to poolside duties must also possess and maintain:
 - North Clackamas Park (NCAP) Swim Instructor certification
 - North Clackamas Park (NCAP) deep water swim test certification which includes: Continuously swimming 500 yards, retrieve 10-pound brick from 13 feet deep and bring it to surface, and tread with brick for 2 minutes, demonstrating control.

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.