



**Position Title:** Aquatic and Fitness Center Coordinator  
**Reports To:** Administrative Dean  
**Department:** Administrative Services  
**Prepared By/Date:** Maria Cristina Mateo/05-06-2010  
**Approved By/Date:** Maria Cristina Mateo/05-06-2010  
**Revised:** Jennifer C. Brito/05-07-2010

**Job Code:** 3807  
**Job Group:** PENC  
**Salary Grade:** 14  
**FLSA Status:** Exempt

**Summary:**

The primary responsibility of the Aquatic and Fitness Center Coordinator is to supervise the activities and the staff of the Aquatic and Fitness Center. The Coordinator is also responsible for coordinating, implementing and leading the wellness related activities.

**Essential Duties and Responsibilities:**

- Establishes classes and special programs
- Assigns schedule and duties for staff
- Establishes policies and procedures
- Handles all matters including paper work pertaining to preventive maintenance (PM) through Pro fitness
- Oversees the completion of regular maintenance tasks as scheduled-do a walk thru once per day
- Trains and evaluates staff
- Presents exercise orientations, fitness assessments and exercise introduction/prescriptions
- Creates signage as needed for wellness center, wellness classes, and CPR classes
- Ensures staff keep their certifications current
- Presents orientation to wellness students as needed by professors
- Substitutes when wellness professor is not available
- Promotes programs
- Acts as the budget manager and is responsible for the financial stability of the Center
- Conducts performance evaluation of staff
- Plans, assigns, and supervises the work of subordinate lifeguards safeguarding students and other persons using the swimming pools or facilities.
- Make daily inspections of the pool and its equipment and instructs subordinate lifeguards on work problems.
- Supervises the enforcement of rules and regulations relating to pool and diving well activities; resolves situations that arise between the staff and the student/patrons.
- Administers performance tests to prospective lifeguards to determine fitness for the work.
- Prepares schedules for the Aquatic and Fitness Center.
- Maintains time report on subordinate employees
- Prepares reports on activities and emergencies
- Maintains daily log on water conditions.
- Maintains a safe and secure environment at all times.
- Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

- Knowledge of CPR and First Aid.
- Knowledge of health science.

- Knowledge of water rescue methods.
- Knowledge of budgets
- Perform fitness assessments and have knowledge and have knowledge on disease prevention
- Skill in swimming and life saving
- Possess public speaking skills
- Good written and communication skills
- Computer literate
- Ability to work with a diverse population
- Ability to deal with problems and provide solution
- Ability to plan, supervise and direct the work of subordinates in a manner conducive to full performance and high morale
- Ability to conduct lifeguard training programs

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

The employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee is occasionally exposed to extreme cold and extreme heat

**Physical Demands:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

While performing the duties of this job, the employee must have the physical strength and agility and freedom from disabling defects and the ability to meet such specific physical requirements as may be established by competent authority.

The employee is occasionally required to sit; swim, climb or balance; and stoop; kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s Degree in related fields and five (5) years of related experience.
- Industry certifications in related fields.
- Two (2) years of management experience.
- CPR/first-aid certification required within 90 days of employment.

- Must possess a valid American Red Cross or YMCA Water Safety Instructor.
- Must be able to work a flexible schedule that may include some evening and weekend assignments.
- Work is performed on an assigned shift, which may vary.

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name