



Apply to: **SUNRISE RECREATION AND PARK DISTRICT**

Attention: **Becky Herz**

**7801 Auburn Blvd.**

**Citrus Heights, CA 95610**

**(916) 725-1585**

[www.sunriseparks.com](http://www.sunriseparks.com)

**Required: SRPD Application & Resume**

**Closing Date: February 15, 2019 5:00pm**

**Interview Panel Tentative Date: February 22, 2019**

**JOB ANNOUNCEMENT**  
**Aquatics Coordinator**

**(\$17.75 - \$18.64 per hour / 20-36 hours per week, March - Sept)**

**THE POSITION:**

Sunrise Recreation and Park District is accepting applications for Aquatics Coordinator for the Aquatics Division of the Recreation Department.

**ESSENTIAL AND IMPORTANT DUTIES:**

- Assist with program planning, organization, development, supervision and coordination.
- Oversee the daily operations of a variety of aquatics programs.
- Assist with recruitment, selection, training, scheduling, and supervision of aquatics staff.
- Develop and lead in-service staff trainings and aquatic safety assessments.
- Ensure that aquatics facilities are properly maintained for safety and cleanliness.
- Responsible for record-keeping, data entry, and filing as it pertains to aquatics programs and staff.
- Provide excellent customer service.

**MINIMUM QUALIFICATIONS:**

Knowledge of principles, practices, and procedures for planning and supervision of aquatics programs. Knowledge of positive customer service techniques. Knowledge of standard computer operations, software application, and standard office equipment. Knowledge of filing methods and recordkeeping systems. Ability to assist with planning and implementation of aquatics programs. Ability to recruit, train, supervise, and evaluate staff. Ability to communicate both orally and in writing. Ability to analyze problems, identify alternative solutions and potential consequences and take appropriate corrective action. Ability to perform essential duties of job without causing harm to self and others. Ability to swim, and teach swimming.

**Education/experience:**

- Equivalent to completion of 12<sup>th</sup> grade.
- 2 years of work experience in aquatics management position highly desirable.

**Licenses/Certifications:**

- Valid class C California Driver's License and satisfactory driving record.
- Certification in American Red Cross CPR-FPR, Lifeguarding, and Title 22 First Aid.
- Certification in American Red Cross WSI and Lifeguard Instructor highly desirable.

*(Full Classification and SRPD Application available at District Office or [www.sunriseparks.com](http://www.sunriseparks.com))*