

## AQUATICS HEAD COACH

### JOB DESCRIPTION

**Classification Responsibilities:** An Aquatics Head Coach is responsible for having knowledge of coaching, mentoring, and training techniques related to swim teams, synchro teams, dive teams, or water polo teams; and junior lifeguard and cashiering programs. Other duties include: organizing competitive matches; organizing weekly in-service trainings for volunteers; recruiting and assigning volunteers for matches; developing skills of athletes; checking water chemistry; lifeguarding; teaching swimming lessons and additional training classes; supervising and evaluating the performance of participants, and taking corrective action as needed. An Aquatics Head Coach may also perform cash handling procedures such as collecting fees for programs, services, or commodities, and maintaining related records; opening and closing registers; documenting overages and shortages; preparing deposits for review; directing group activities; and maintaining facilities. Monitors activities at public pools to prevent accidents, rescues swimmers in danger of drowning, cautions swimmers regarding unsafe practices and safety hazards, maintains order in the pool and adjoining areas, administers first aid, general facility cleaning, sweeps the pool deck, removes debris from the pool and adjoining areas, and gives general information to pool patrons. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. Work is reviewed for results by observation. Employees in the seasonal classification normally work full-time seasonal (May through August) schedules. This class is supervised by the Pool Manager at the work site and a Recreation Coordinator. This class is FLSA exempt-recreational establishment (seasonal classification). This class is FLSA nonexempt (part-time classification).

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Valid Lifeguard Training (LGT) Certification, Cardiopulmonary Resuscitation (CPR) for the Professional Lifeguard Certification, and a minimum of three months' experience as a participant or coach in competitive swimming, synchronized swimming, diving, or water polo.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire date (*by assignment*).

**Substance Abuse Testing.** Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

**Preferred/Desirable Qualifications.** Graduation from high school or GED and Water Safety Instructor certification is preferred. Some (1 - 2 seasons) experience as a Lifeguard is desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates with staff members and the general public in order to give swimming lesson instructions, enforce pool rules to guard public safety, and correct competitive technique. Completes written documents regarding accidents, incidents, swimming lessons, and practice workouts. Prepares lesson plans and completes course records and workout plans. Makes daily written entries into a logbook to outline and document the day's activities. Completes necessary paperwork for competitive meets.

**Manual/Physical:** Performs swimming rescues on drowning victims including approaching, and carrying people, which may require removal of the victim from the water who may weigh from 50 - 300 pounds. Performs resuscitation techniques requiring physical stamina and other first aid measures. Demonstrates proper competition techniques in water and on deck. Climbs up and sits on guard chairs approximately six feet from ground level, rotating position every 20 - 30 minutes. Remains outside in 100+ degree temperatures for one-hour shifts maintaining proper scanning and patron surveillance techniques. Performs maintenance tasks which include moving high-pressure hoses approximately 300 feet, sweeping and scrubbing bathrooms and pool tile, emptying garbage cans, and setting up and taking down folding chairs and tables. Operates a motor vehicle requiring a standard Class D Arizona Driver's License to attend off-site meetings and deliver/transfer equipment and supplies. Stands and swims in 80-degree water for four, 30-minute periods while instructing and demonstrating swim strokes and other aquatic techniques. Detects distress calls for possible activation of emergency procedures. Detects chlorine leaks. Inspects the pool facility for unsafe or broken equipment. Observes patron behavior while engaged in swimming activities for unsafe or improper conduct, and possible drowning situations. Moves competitive equipment from storage to the deck which may include pace clocks, kick boards, timing system, tables, chairs, etc. Meets scheduling and attendance requirements. Cleans multiple areas of the Aquatic facility, including bathrooms.

**Mental:** Uses judgment to determine if patrons are safely and properly conducting themselves. Learns job-related material primarily through structured lecture and reading in a classroom setting, with some oral instruction also provided. Understands basic computer operation and follow city cash handling procedures and policies.

### **Knowledge/Skills/Abilities:**

Knowledge of:

the principles and methods used in teaching swimming and coaching competitive aquatic teams; lifesaving, including modern methods of approaching, and carrying people; the standard techniques of competitive meets, resuscitation, and other first aid measures; swimming pool sanitary regulations and their use; and laws and ordinances governing the conduct of people at a swimming pool or swimming area.

Skill in:

the application of standard techniques of resuscitation and other first aid measures; and swimming.

Ability to:

meet, and be firm and effective with the public and staff;  
direct staff in assigned tasks;  
react quickly and calmly in emergencies;  
monitor the activities of swimmers and quickly detect problem areas;  
deal tactfully and courteously with pool patrons and the general public;  
give instructions in swimming or other aquatic sports, apply lifesaving techniques, and render first aid to various age groups;  
operate a cash register;  
perform mathematical calculations;  
perform multiple duties simultaneously; and  
communicate effectively both verbally and in writing.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 12/19

KM/ya/kc

CS3001.DOCX (Seasonal, Non-benefited) PAY GRADE: 34

CS3222 (Part-time, Benefited) PAY GRADE: 34

CS3203 (Part-time, Non-benefited) PAY GRADE: 34

EEO-S/M IND-9015

JOB FCTN-PAR SWORN-No

INCREMENTS 114-200