

Job Title: Coordinator, Aquatics
Department: Campus Recreation
Reports to: Associate Director, Facilities
FLSA: Exempt

Summary:

Coordinator is responsible for all aspects of Wake Forest's aquatics facilities and programs including: staff recruitment, hiring, training, and oversight; management of pool and support areas; and revenue generation through master's swim program, swim lessons, summer camps, and rentals. Responsible for establishing and achieving area and employee goals, assessing performance, providing feedback and making data driven decisions. The coordinator increases participation and diversification of aquatic programs and participants. The coordinator will collaborate with Campus Life partners to promote student engagement and foster physical wellbeing by all members of the campus community. Additionally, the coordinator assists the department's First Aid/CPR/AED training program.

Essential Functions:

- Provide leadership and manage the day-to-day facility operation of Wake Forest Campus Recreation indoor aquatic facilities. The facility includes a 25-yard, 8 lane pool (3 - 11 ft depth) and a 14-person whirlpool
- Recruit, hire, train, schedule, supervise, develop, and evaluate 40+ part-time and student aquatics staff delivering a high and consistent level of customer service. Foster substantive student employment development. Create and enforce staff expectations.
- Maintain appropriate records to ensure all aquatic staff are trained, qualified, and certified in their respective areas including regular in-service & professional development training and audits
- Direct and oversee the day-to-day aquatics programs and events including, but not limited to: master swim program, student swim club, swim lessons, aquatic fitness, scuba certification, and social/recreational activities. Develop and market aquatic programs which increase and diversify participation
- Oversee aquatic facility scheduling to ensure that all user groups, both internal and external, receive adequate and appropriate use. Serve as the point of contact for groups using the aquatic facilities including contracts, revenue, and risk management.
- Design and maintain cleaning and maintenance schedules for the pool and associated support spaces. Ensures facility maintenance issues are addressed in a timely and proper fashion. Coordinate all aquatic equipment purchases and maintenance and chemical purchases and deliveries
- Develop annual aquatics program goals and appropriate evaluation and assessment metrics. Regularly prepare activity, attendance and other reports
- Monitor and assist with the aquatics revenue and expense budgets of over \$125k. Develop new and expand existing revenue streams
- May teach and/or coordinate for-credit aquatic courses in the academic department of Health & Exercise Science (e.g., lifeguard certification class)

Other Functions:

- Creates a welcoming environment for all members of the campus community and is a diversity advocate for under-represented and under-served populations
- Assist with First Aid/CPR/AED, bloodborne pathogen, and other safety training for all Campus Recreation staff
- Collaborate with Campus Recreation colleagues in the coordination of Summer camp programs and WFU employee family programs
- Work a variable schedule including regularly working evenings and weekends
- Perform additional duties as assigned

Required Education, Knowledge, Skills, Abilities:

- Bachelor's degree required
- Minimum of 2 years of aquatics management experience. Graduate assistant experience is acceptable
- Prior experience with aquatic staff supervision, aquatic facility management, and budget administration
- Demonstrated knowledge of aquatics best practices and national trends, preferably in a collegiate environment
- Experience developing and delivering both job-specific and professional development training for part-time and student employees
- Demonstrated diversity advocate
- Demonstrated experience in working autonomously with initiative and creative thinking
- American Red Cross Lifeguard certification
- American Red Cross Lifeguard Instructor (LGI) certification
- American Red Cross First Aid/CPR/AED Instructor certification
- Certified Pool Operator (CPO) certification or ability to obtain within first 3 months

Preferred Education, Knowledge, Skills, Abilities:

- Master's degree in recreation, sports management, student affairs, higher education administration or other related field. If in progress, must be completed by date of hire
- Experience working in a collegiate environment with student staff supervision
- American Red Cross Lifeguard Instructor Trainer (LGIT) preferred
- Water Safety Instructor (WSI) certification preferred
- PADI instructor certification preferred

This position profile identifies the key responsibilities and expectations for performance. It cannot encompass all specific job tasks that an employee may be required to perform. Employees are required to follow any other job-related instructions and perform job-related duties as may be reasonably assigned by his/her supervisor.

Wake Forest University requires proof of full vaccination with an FDA approved or authorized COVID-19 vaccine for all positions posted on or after September 13, 2021. Wake Forest University requires that you provide satisfactory proof of full vaccination status to Human Resources within three days of your hire date. You must also maintain full COVID-19 vaccination status, as classified by the CDC, during your employment at Wake Forest University.

Consistent with federal, state and local law, Wake Forest University will consider accommodations for disability- and religious-based reasons unless providing an accommodation would result in an undue hardship to the University.

If you seek an accommodation from the vaccination requirement for disability- or religious-based reasons, you should contact Human Resources.

New employees who are hired into positions posted prior to September 13, 2021, offers of employment made to new employees prior to that date, and employees for positions at Graylyn Conference Center are generally exempt from the vaccination requirement unless the employee's position is otherwise subject to a vaccination requirement due to the essential components of the position as described in Policy.

In order to provide a safe and productive learning and living community, Wake Forest University conducts background investigations and drug screens for all final staff candidates being considered for employment.

Wake Forest seeks to recruit and retain a diverse workforce while promoting an inclusive work environment committed to excellence in the spirit of Pro Humanitate. In adherence with applicable laws and as provided by University policies, the University prohibits discrimination in its employment practices on the basis of race, color, religion, national origin, sex, age, sexual orientation, gender identity and expression, genetic information, disability and veteran status and encourages qualified candidates across all group demographics to apply.

Wake Forest University is committed to providing access and reasonable accommodation in employment for individuals with disabilities.

Human Resources Use:

FLSA & Reason:	EEO:
Title:	Grade:

Date approved:
Approved by:

Last revised:
Revised by: