

OCTOBER 2017
FLSA: NON-EXEMPT
SALARY GRADE: M
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

RIVERSIDE COMMUNITY COLLEGE DISTRICT

RIVERSIDE AQUATICS COMPLEX COORDINATOR

BASIC FUNCTION: Under the general supervision of the Vice President, Business Services, the Riverside Aquatics Complex Coordinator will provide technical assistance in the coordination of a variety of the Riverside Aquatics Complex (RAC) and Cutter Pool operations and activities, special programs and events, raise or lower water level, raise diving boards, set up lane lines and install other special equipment.

REPRESENTATIVE DUTIES:

1. Responsible for ensuring overall RAC safety during all events as assigned.
2. Keep current with liability and safety issues that affect the RAC patrons
3. Enforce RAC facilities rules, regulations and all applicable College/District policies and administrative procedures.
4. Report incidents or accidents to the appropriate college/district office(s) on a timely basis.
5. Assist in planning, coordinating and facilitating RAC special events.
6. Attend pre-event planning and post-event meetings with college personnel and external user groups.
7. Coordinate specific activities related to RAC special events and ensure activities are conducted in a manner compliant with college and district policies/procedures and local, state and federal regulations.
8. Communicate matters of interest to the appropriate college offices (e.g. maintenance & operations department, facility use office, food services, college police, etc.).
9. Provide facility access to special event personnel and secure it at the conclusion of the event.
10. Enforce facility use rules, code of conduct for facility users and monitor locker room use.
11. Maintain facility rest rooms and pool area for cleanliness and safety.
12. Oversee equipment usage and storage (e.g. goals, lane lines, seating, scoreboard, sound systems).
13. Repair or facilitate repair of equipment.
14. Keep and maintain a through inventory of RAC equipment and property.
15. Perform other duties, related to the position, as assigned.

EDUCATION AND EXPERIENCE: A combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be any combination equivalent to graduation from high school and two years of increasingly responsible experience in pool maintenance.

LICENSES/CERTIFICATIONS:

Must have and be able to maintain CPR/First Aid Certifications.

KNOWLEDGE OF:

- Various aquatic sports, such as swimming, diving, water polo, synchronized swimming and any other water sports that typically take place in a competition pool/aquatics center.
- Health and safety regulations; and standard swimming pool safety precautions.

- Basic First Aid procedures.
- Materials, equipment, terminology and chemicals used in swimming pools.
- Record keeping techniques.
- Proper methods of storing equipment, materials and supplies.

ABILITY TO:

- Coordinate all aspects of local, regional and national competitive aquatics events.
- Interpret, apply and enforce laws and regulations governing swimming pools and sanitation.
- Plan and organize work, and meet event schedules and timelines.
- Effectively use oral and written communication skills and establish and maintain effective working relationships with others.

CONTACTS: Staff, faculty, administrators, students, special event personnel and facility users/patrons.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: Employee works in a swimming pool environment.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, please contact (951) 222-8039.