



## **RECREATION AQUATICS COORDINATOR (Full-Time)**

Northampton Township Parks and Recreation is seeking an energetic and motivated **Recreation Aquatic Coordinator**. The Recreation & Aquatics coordinator is responsible for the daily operation and management of the Swim Club in the summer months. The Recreation & Aquatics coordinator is also responsible for the daily operation of the Recreation Center Front Desk and serves as a customer service specialist requiring constant contact with the public both in-person and on the phone, and assists the Recreation Manager and Program Supervisor with programming needs. This employee performs under the direct supervision of the Director of Parks and Recreation and, in the absence of the Director, the Assistant Township Manager.

### **Position Requirements**

#### ***Recreation Duties***

- Prepare publicity in a timely fashion so that the information can be published in the township newsletter and recreation brochure
- Greet customers and participants upon entering the Recreation Center
- Answer phone and direct caller to appropriate person or assist caller directly
- Accurately answer resident questions on information about the recreation programs and parks
- Assist residents with registering for programs online, on the phone and in-person
- Accept, receipt and process program registrations, payments and ticket sales
- Input participant, program and point of sale data in computer as needed
- Assist Recreation Manager and Program Supervisor in maintaining inventory, records and files
- Run program schedule and other reports as required
- Coordinate special events and classes at the Township's Swim Club and assist the Recreation Manager with programming needs in the Recreation Center

#### ***Aquatics Duties***

- Serve as the Pool Manager and perform all duties associated with the management and daily upkeep of the pool and its programs.
- Recruit, interview, hire, train and supervise lifeguards, coaches, swim club front desk attendant, volunteers, instructors and/or paid services for activities and projects
- Oversee the daily operation of the swim club facility and staff in accordance with standards, rules and regulations set forth by leading national and local agencies such as the Aquatic Council, Center for Disease Control and the Departments of Health etc.
- Coordinate with the Recreation Manager use of the swim club for camp activities
- Coordinate with the Swim Team Parent Association, its coaches and Country Club management team use of the swim club for Swim Team practices, meets and events
- Prepare the swim club budget and manage the facility within the budget constraints
- Coordinate maintenance with the Public Works Department
- Perform other duties as assigned

**Qualifications:**

- Bachelor's Degree or Associates Degree and 4 years' experience in related field of study
- Experience in the recreation industry or related field
- Managerial experience in an aquatic setting preferred
- CPR and First Aid Certification
- Valid Pennsylvania Driver's License

**(Preferred or obtained within one year from date of employment)**

- Certified Pool Operators License or the equivalent
- Certified Pesticide Applicator License
- Certified Recreation and Park Professional Certification (CPRP)

**Knowledge, Skills, and Abilities**

- Basic in Microsoft Office Suite 365
- Excellent communication and interpersonal skills
- Knowledge of office practices and procedures, and the use of office equipment
- Knowledge of basic aquatic standards and operational procedures
- Knowledge of current developments and trends in aquatic management
- Knowledge of supervisory methods and techniques
- Ability to conduct oneself in a professional manner
- Ability to work within budget restraints
- Ability to work independently on difficult or complex assigned tasks
- Ability to maintain a variety of files and records including some of a confidential nature
- Ability to exercise good judgment, courtesy and tact in answering questions of the participants and in making proper disposition of problems.
- Ability to learn new concepts and ideas concerning recreation management and local government
- Ability to effectively communicate with co-workers and participants
- Ability to read, write and speak English

**Additional Information:**

- Competitive salary, Excellent Benefits
- Some nights and weekends which coordinate with swim meets and on-going programs are required.

**How to Apply:**

- For immediate consideration, applicants should complete an employment application by visiting [https://northamptonpa.myrec.com/forms/988\\_686\\_application\\_for\\_employment\\_fillable.pdf](https://northamptonpa.myrec.com/forms/988_686_application_for_employment_fillable.pdf) and submit the **full job application, cover letter and resume** via email to the Parks and Recreation Director at [jcfean@nhtwp.org](mailto:jcfean@nhtwp.org). **Applications will be accepted until position is filled.**

**Equal Opportunity Employer**