



## City of Bloomington Aquatic Center Assistant Coordinator

<b>SALARY</b>	\$20.00 - \$22.00 Hourly	<b>LOCATION</b>	Bloomington, MN
<b>JOB TYPE</b>	Temporary Seasonal	<b>JOB NUMBER</b>	2024-AquaticCoordinator
<b>DEPARTMENT</b>	Parks and Recreation	<b>DIVISION</b>	Park & Rec/Valley View Pool
<b>OPENING DATE</b>	12/15/2023	<b>CLOSING DATE</b>	2/4/2024 11:00 PM Central
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	NU

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### Primary Objective

To successfully manage all aspects of the Bloomington Family Aquatic Center in order to create a safe and enjoyable environment for Bloomington Family Aquatic Center guests. The Assistant Coordinator position requires a combination of seasonal, part time, and full-time hourly work. In the summer season, this position is full time with some flexibility. In the remaining seasons of the year, this job has flexibility and is more part time.

### Examples of Duties

#### Program Responsibilities:

- Schedule and facilitate Preseason trainings, in-service trainings, and staff meetings for all staff.
- Direct and participate with staff in maintaining high standards of safety, emergency care and maintenance.
- Knowledge of daily operations for all areas of the facility.
- Ability to communicate well with customers, staff, and supervisor.
- Coach staff members in facility procedures and policies, and delegate tasks and follow up when needed.
- Possess a full understanding of RecTrac software, When2Work, other software applications, with the ability to train other staff.
- Enforce City of Bloomington policies and procedures.
- Prepare and review daily cash reports and get deposits ready for pick-up
- Maintain adequate supplies at the facility and request additional materials from City Hall when running low.
- Manage staff calendar and process shift changes of admissions, concessions, and lifeguarding staff.
- Evaluate staff performance and provide direction on improving work performance.
- Ensure all parts of the facility are clean and orderly, including admissions, concessions, pool deck, lost and found, etc.
- Posting proper signage for upcoming events (e.g. swim meets or the closing of the facility).
- Maintaining a positive work environment that focuses on providing high quality service.
- Attend meetings as scheduled.
- Complete the nightly reporting and money handling procedures.
- Complete other duties as assigned by the Recreation Supervisor.

#### Program Evaluation:

- Prepare end of season reports
- Seasonal staff evaluations

#### Staff Supervision

- Up to 60 lifeguards and 30 attendants

### **Minimum/Desirable Qualifications**

#### **Minimum Qualifications:**

- American Red Cross Lifeguard Certification
- American Red Cross CPR/AED for Lifeguards
- 18 years of age

#### **Desirable Qualifications:**

- Two or more years of customer service skills
- Competency in Microsoft Office Suite
- Facility management experience
- American Red Cross Lifeguard Instructor Certified

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#### **Agency**

City of Bloomington

#### **Address**

1800 W. Old Shakopee Rd

Bloomington, Minnesota, 55431

#### **Phone**

952-563-8710

#### **Website**

<http://BloomingtonMN.gov>