



**Highlands Recreation District
Invites candidate applications for:
Aquatics Coordinator
Applications accepted until 5pm PST, August 19th**

The Highlands Recreation District is looking for an enthusiastic, organized and thoughtful individual to lead our thriving aquatics program. We're very proud of the quality of our classes and our facility and are looking for a demonstrated leader to oversee our aquatics staff, maintain our pool operation and interact with our patrons.

Our Community: The Highlands Recreation District is a 'hidden gem' on the Peninsula of the San Francisco Bay Area. Nestled in incorporated San Mateo County, our special district serves primarily the surrounding community of 800 homes, but also several neighboring cities. The Rec has a rich history as the hub of the unique Highlands neighborhood. Learn more about our founding and history on our website: www.highlandsrec.ca.gov

The Aquatics Facility: Our Rec Center has a 6-lane, 25-yard pool, a diving well and a baby pool. Our pool is operated year-round, thanks to a dome that covers the pool from November through March. We have a well-established swim and diving lesson program, lifeguard training classes and adult aquatic wellness classes. Our Aquatics Program is a vital component of our \$2.9 million annual budget

About Employment at the District: The Aquatics Coordinator position is a perfect for an enthusiastic, entrepreneurial, career-driven team-player with a passion for excellence. This full time position joins our dedicated supervisory staff and reports to the Aquatics Supervisor. The position may require weekend availability. The individual selected for this position will have the equivalent of at least one year of increasing supervisory experience in an aquatics program. The pay range for the Aquatics Coordinator is \$16-25/ hour, depending on experience, plus many benefits, including medical, dental and disability coverage, sick and vacation days, an FSA plan, and a retirement plan. Please review the attached job description for additional information and requirements.

HIGHLANDS RECREATION DISTRICT •JOB DESCRIPTION

ADOPTED BY THE GENERAL MANAGER	JULY 2016	JOB TITLE AQUATICS COORDINATOR	NON-EXEMPT
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Definition

Under the direct supervision of the Aquatics Supervisor, the Aquatics Coordinator is responsible for assisting with all aspects of the Highlands aquatics programs and facility and performing related tasks as required.

Distinguishing Characteristics

The Aquatics Coordinator is expected to perform a wide variety of tasks, including pool maintenance, employee supervision, programming, and miscellaneous administrative duties on a daily basis as well as respond to the needs of a large constituency of pool users. The position requires the incumbent to be able to work independently, exercising judgment and initiative and be experienced in customer service & have a strong background in public relations along with the ability to be a team player.

Typical Duties

The Aquatics Coordinator is responsible for supervision of the pool area and all related facilities; assists in the scheduling use of the pool; assists in planning and marketing a comprehensive program of activities; assists in developing and conducting in-service training; assists in supervising the collection and banking of receipts taken in by the pool personnel; maintains a positive and safe environment for pool patrons and employees; assists with recruiting, hiring, supervising and evaluating pool employees; maintains records and reports; assists with Dome installation, maintenance and removal; makes regular inspection of the pool and its equipment; and maintains pool chemistry; and performs all duties in the Lifeguard and Swim Instructor job descriptions; and attends aquatics related meetings and training.

Desired Qualifications

Knowledge of: Pool maintenance; use and maintenance of pool pump room tools & equipment; safe work and chemical practices; pool chemistry and local pool codes; American Red Cross Water Safety Instructor; American Red Cross Lifeguard Training; record keeping practices; safe and accepted pool practices.

Ability to: Perform heavy manual lifting as needed to maintain pool; understand and carry out oral and written instructions; establish and maintain cooperative relationships with those contacted in the course of work; work independently without close supervision; make and keep accurate records; train and supervise aquatic personnel; and make sound judgments on the safety of the pool, its employees and patrons.

Experience: A minimum of one year of experience in performing duties in a Head Lifeguard or lead staff position, and a minimum of two years of experience as a swim instructor.

Education: High School Diploma or Equivalent GED; additional schooling is desirable.

Required Certifications/ Licenses:

- valid California Driver's License;
- current American Red Cross Lifeguard Training;
- current American Red Cross CPR/AED for the Professional Rescuer

Desired Certification

- current American Red Cross Lifeguard Instructor

Benefits

District offers a competitive salary and benefits package.

The hourly pay range for this position is \$16-25/hour, depending on experience.

The District also provides:

Retirement: Simple IRA with District matching contribution of up to 3%

Health Insurance: Choice of Kaiser plans. The District currently pays 100% of medical premiums for the employee

Dental Insurance: Principal Insurance. The District pays 50% of premium for dental for the employee.

Long-Term and Short Term Disability Insurance

Term life insurance

Vacation leave of 5 days for the first year, 10 days per year thereafter, with additional increases with years of service.

11 paid holidays per year (includes 1 floating holiday).

Sick Leave: 12 days per year.

Section 125 Flexible Spending Account plan: Un-reimbursed Medical and Child Care.

Discounts on District programs.

The Application Process

Applicants must submit a cover letter, resume, completed employment application, and supplemental questions by 5pm August 19, 2016. The employment application available at <http://highlandsrec.ca.gov/wp-content/uploads/2013/08/Highlands-Employment-Application.pdf>.

Candidates meeting the minimum requirements will be emailed an additional supplemental questionnaire to complete. Responses are due to Tricia Hall by 5pm PST, August 23. Selected candidates then will be invited to interview before a panel in on August 30, 2016. If needed, a subsequent round of interviews will occur shortly thereafter. The expected start date is to be no later than September 14, 2016.

Applications must be received by 5PM PST

Tricia Hall, Aquatics Supervisor
Highlands Recreation District
1851 Lexington Avenue
San Mateo, CA 94402

Or

tricia@highlandsrec.ca.gov

Or

Fax to 650-349-9627

Please feel free to contact Brigitte by email or by phone (650-341-4251) with any questions. More information about the Highlands Recreation District can be found at www.highlandsrec.ca.gov