**Job Posting**

TOWN OF STAFFORD

**AQUATICS COORDINATOR**

Department: Recreation Commission

Location: Staffordville Lake, 21 Lyons Road, Stafford Springs, CT

Bargaining Unit: Non-union

Wages: $21 to $25 per hour, non-exempt

Posting Dates: April 2, 2024 until position is filled

### General Statement of Duties

The Aquatics Coordinator is primarily responsible for ensuring adequate Lifeguard and Gate Attendant staffing, equipment and additional resources are in place for the safe and sanitary operation of the Staffordville Beach and designated swimming area used by Town residents and Summer Recreation Camp Program. The Aquatics Coordinator is responsible for the supervision of Lifeguards as well as Water Safety Instructors who are conducting swim lessons. The Aquatics Coordinator collaborates with Summer Recreation Program staff and Town Parks Department staff as needed to ensure smooth operation of waterfront and beach activities.

### Supervision Received

Works under the direction of the Town of Stafford Recreation Director or Designee.

### Typical Duties

The Aquatics Coordinator will comply with all emergency procedures engaging additional emergency assistance when needed and prepare and maintain accurate incident reports. The Aquatics Coordinator monitors all activity in and around the swim area, conducts rounds of the beach area, advises patrons of rules and enforces them, and performs water rescues and other lifesaving measures as needed. The Aquatics Coordinator will plan, organize and attend all required staff meetings and training sessions, schedule staff coverage for all operating hours and prepare the swim lesson schedule. The Aquatics Coordinator provides guidance and direction to Water Safety Instructors on effective teaching methods and identifying swim skill levels.

### Required Qualifications

Must be at least 21 years of age prior to employment

Current YMCA or American Red Cross (ARC) Lifeguard Training Certification and ARC Waterfront Lifeguard Module

Current Water Safety Instructor (WSI) Training Certification

CPR/AED for the Professional Rescuer Certification (infant, child, adult)

First Aid and Oxygen Administration Certification

Must have reliable transportation

Minimum of two (2) years waterfront experience in a recreation camp preferred

High School Diploma or equivalent required. Bachelor’s Degree in Education, Child Development, Family Studies, Recreation Management or related field preferred

Must be able to follow oral and written instructions and communicate effectively. The Aquatics Coordinator is required to exercise considerable independent judgment and demonstrate commitment to safety and promoting a positive recreation environment while being firm and direct with patrons. The Aquatics Coordinator will demonstrate maturity, responsibility, enthusiasm, courtesy and cooperative attitude in performing the duties of this position. Must be willing to submit to a criminal background check.

**Physical Requirements**

The Aquatics Coordinator is a physically demanding position performed exclusively in an outdoor environment in summer months. Frequently required to sit, stand and walk for extended periods of time. Frequently required to handle or manipulate objects. Occasionally the employee may be required to reach; stoop, kneel, crouch or crawl; climb or balance. Must be able to see and hear. Must be able to lift, push, pull, and move a minimum of fifty (50) pounds. Employee may be exposed to adverse weather conditions including heat, rain, wind, dust and allergens and be exposed to blood, body tissues or fluids or other potentially infectious or toxic substances. The noise level in the setting is moderately noisy.

The applicant will be required to successfully complete pre-employment drug testing.

**Work Schedule**

This is a seasonal position requiring availability of a flexible schedule to include weekends. The Aquatics Coordinator is a full-time thirty-five (35) hour work week for the duration of the Staffordville Beach operating schedule June 28, 2024 through August 18, 2024. Additional training and program development time prior to the start date is expected. This position is not eligible for benefits.

This information is intended only as an illustration of the various types of work that may be performed in this position and must not be construed to be a complete inventory of the position’s duties, responsibilities, and qualifications or as an employment contract.

Qualified applicants should submit a resume, three letters of professional reference and an application to the Town of Stafford, Attn: Human Resources, 1 Main St, Stafford Springs, CT 06076 or via email at HR@staffordct.org. The Town of Stafford employment application can be found at [www.staffordct.org](http://www.staffordct.org) under Departments, Human Resources.

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