

Anoka Hennepin Independent School District #11

Position Standard

Community School Coordinator – Aquatics Programs

Community School programs provide a variety of enrichment, recreation, and athletic classes and activities for youth and/or adults. Programs are located throughout the Anoka-Hennepin School District.

Aquatics Coordinator is responsible for the development, scheduling, marketing, and delivery of a range of aquatic programs after school, evenings, and/or weekends.

Essential Functions:

- Plan, organize, implement, and promote a comprehensive aquatic program including instruction, recreation, and specialty offerings
- Develop, coordinate, and implement marketing plan.
- Promote, publicize, and assess programs and services.
- Develop and monitor the budget.
- Develop and maintain partnerships and collaboration with district and community organizations.
- Preparation of statistical and state performance reports.
- Plan and conduct water safety training programs including maintaining and recording all safety standards.
- Hire, train, and supervise Aquatics Program staff, including but not limited to Aquatics Supervisors, Instructors, and Lifeguards.
- Manage facility rentals, including community access to the school pools.
- Insure security of the aquatics facility during assigned hours.
- Meet established program goals and standards.
- Perform other responsibilities and tasks as assigned.

Minimum Qualifications:

- Bachelor's degree.
- Current certification in American Red Cross Water Safety and Lifeguard Instructor, Lifeguard Training, CPR, and First Aid, or the ability to acquire.
- Experience in education, recreation, or related field.
- Experience organizing swim programs and activities for infants through adults.
- Knowledge of the American Red Cross Aquatics Program.
- Knowledgeable in the principles and practices of water safety and rescue techniques.
- Experience coordinating and implementing programs for target audience.
- Experience supervising staff and/or volunteers.
- Proficient computer skills, including email and MS Office software.
- Excellent communication, human/public relation skills.
- Excellent organizational skills.
- Ability to work cooperatively in a team setting.
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

Preferred Qualifications:

- Three to five years experience providing programs for target audience preferred.
- Experience working in schools or Community Education preferred.
- Experience working with economically and culturally diverse populations preferred.
- Experience using online scheduling/registration software, Specifically ELEYO preferred.

Physical Factors includes:

Constant: sitting, twisting/pivot, reaching, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, near vision (up to 20”), midrange vision, far vision (over 20’), visual accommodation; field of vision;

Frequent: standing, walking, lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling.

Occasional: exposure to weather when driving is required.