



Job Bulletin #102829 – 13/14

Aquatics Coordinator

Classification – Administrator I

Time base – Full Time

This recruitment will remain open until filled. For priority consideration, please complete application by **April 6, 2014**. A review of applications will begin April 7, 2014 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 1050 undergraduates and 50 graduates. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

POSITION SUMMARY:

- Develop, manage, coordinate and implement Aquatics program including non-fee and revenue generating programs, including but not limited to open recreation, learn to swim classes, masters swim programs, instructional and certification classes and facility rentals- special events.
- Administer, manage and coordinate all daily aquatic facility functions.
- Supervise the aquatic facility operation; develop and implement facility maintenance schedule in consultation with Facilities and Maintenance Department.
- Work with campus personnel and groups that use pool facility such as but not limited to recreation program staff, intercollegiate sports i.e. water polo, swimming etc., academic and STCW classes, extended learning classes, Coast Guard and clubs to provide efficient and effective scheduling.
- Work collaboratively with divisional and departmental marketing and web site personnel to develop appropriate marketing and promotional materials for all aquatics activities and programs and for lifeguard and/or other employee recruitment. Also must have knowledge of Cal Maritime Graphics Standards.
- Develop and implement aquatics facility policy manual in consultation with all aquatics facility constituents and athletic department administration. Must be current on all local, state and federal risk management rules, laws and policies concerning aquatics facility management.
- Hire, train, supervise and evaluate all lifeguards, swimming instructors, safety course instructors and aquatic center event staff. Conduct regular in-service training for employees. Monitor and submit all payroll reports for employees.
- Develop and implement emergency procedures for aquatics facility. Coordinate and conduct aquatics safety and risk management training for all aquatics facility personnel, constituents and facility users as required.
- Develop, oversee and administer the budget for the aquatics program including special event function. Keep abreast of market trends in order to recommend an operational budget for the various program areas and rental fee structures.

SPECIAL REQUIREMENTS:

- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to work various hours including early mornings, late evenings, and weekends.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited university with a Bachelor of Arts or Science degree.
- Equivalent to two years of progressive professional level experience managing aquatic facilities and programs at the college or public level, at which time the applicant has acquired and / or demonstrated the ability to perform the essential duties of the position.
- Adult CPR, Child CPR, Infant CPR, Advanced First Aid, AED, Title 22 Certification, WSI, Lifeguard Training Instructor, Defensive Driving Certification (upon employment). All required pool operator certifications which include local, state and federal certifications.
- Knowledge of administration, effective marketing, safety rules and regulations relative to aquatics.
- Knowledge of personnel and organizational management, principles of budgeting and fiscal responsibility.
- Knowledge of effective customer service practices is mandatory.
- Must have good human relation skills to plan and direct the work of others.
- Must be able to effectively communicate with faculty, staff, students and the public in a professional manner.
- Must have excellent oral and written communication skills as well as a demonstrated commitment to the principles of diversity and multiculturalism.

DESIRABLE QUALIFICATIONS:

Knowledge of pool cleaning and filtration systems

SALARY: \$45,000 - \$50,000. Commensurate with experience.

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application, cover letter, and a current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone or email.

BENEFITS: The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, life and disability insurances, retirement (CalPERS), fee waiver, vacation and sick leave. Satisfactory completion of a background check is required prior to employment.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

The California Maritime Academy is committed to a diverse work force and is an equal opportunity employer.