

PROGRAM SPECIALIST (AQUATICS)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Director of Student Affairs, supervises the daily administration, maintenance and overall operations of the Westchester Community College's Pool, Fitness Center and Weight Room. The incumbent is responsible for the safe and efficient operation of the swimming pool, reporting and following up on necessary repair work, and planning and organizing a robust and comprehensive recreation program for the student body that is safe and compliant with college, local, state, and federal law requirements. Considerable independent judgment is exercised in project development, scheduling and implementation. Supervision is normally exercised over a number of lifeguards; does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees the maintenance of the pools, to include chemistry, climate control, cleanliness, and related maintenance;

Oversees and coordinates the recruitment, training, scheduling and supervises the day-to-day activities of staff and custodial employees; Aids in maintaining staff certifications and records; ensures all certifications remain current at all times;

Ensures that all appropriate water, environmental, health and safety standards are maintained; ensures pools are compliant with all NYS and County Board of Health standards;

Develops and oversees recreational athletic programs to include planning, implementation, and assessment of the aquatics, open recreation, and intramural sports programs;

Maintains contact with the pool maintenance company including coordinating weekly and emergency service calls. Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies;

Ensures the safe operation of the pool by effectively coordinating risk management protocols for student recreational spaces including the College's Pool, Fitness Center and Weight Room;

Assists in the preparation, planning the proper use of facilities in the Physical Education Building, and enforcement of pool rules and regulations;

Participates in the development of annual operating budgets and provides fiscal direction to the unit;

Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies;

Prepare the statistical report of the pool's operation to document achievements, challenges, and plans;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Serves as a Hearing Officer to adjudicate alleged violations of the Student Code of Conduct and participates in campus committees as required;

Assists with the compliance of federal Title IX regulations related to gender equity in sports;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed;

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the management, operation and maintenance of pool; good knowledge of pool safety regulations; good supervisory skills; ability to develop and implement pool programs; ability to deal effectively with staff and pool patrons; ability to prepare written reports; ability to get along well with others; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; tact; courtesy good judgment; tact; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) Bachelor's Degree and three (3) years of experience in pool management or supervision; or (b) Possession of a high school or equivalency diploma and five (5) years of experience as stated in (a); or (c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: (a) Possession of the appropriate level Water Safety Instructor's Certificate and (b) possession of a current lifeguard training certificate from the American Red Cross, American Heart Association, YMCA/YWCA or Boy Scouts of America and (c) possession of a current certification from an Aquatic Management School as a Certified Pool Operator. Incumbent must maintain current certification in first aid and CPR as a professional rescuer.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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J. C.: Competitive
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Job Class Code: C3354
Job Group: X