



RAY & JOAN
KROC CENTER
COEUR D'ALENE, ID

Title: Aquatic Competitive Coordinator
Program: The Salvation Army Ray and Joan Kroc Corps Community Center Coeur d'Alene
Dept Head: Director of Community Outreach & Programming
Reports to: Aquatics Manager
Status: Non-exempt
Salary: DOE

The Salvation Army Mission Statement:

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

Position Summary:

The Aquatic Competitive Coordinator will be responsible for all internal aquatic competitive programs and the organization and facilitation of external competitive groups and activities at The Salvation Army Kroc Center.

Duties and Responsibilities:

- Direct oversight of and implementation of:
 - Kroc CDA Youth Swim Team
 - Kroc CDA Master Swim Team
 - Kroc CDA Triathlon Training
 - Kroc CDA Water Polo
- Maintain a physical deck presence during programming and peak use times, which may include nights and weekends.
- Plan and facilities competitive tournaments/meets.
- Attend competitive team meetings acting as official Kroc representation.
- Direct oversight in the scheduling and running of all competitive aquatic rentals.
- Provide meet management for internal and external swim meets, including oversight of Colorado Timing system and swim meet software.
- Assist in the oversight of the Adult Learn to Swim program.
- Assist in the oversight of the aquatic center programming calendar
- Assist in the scheduling of staff for various aquatic programs
- Assist in the facilitation and oversight of TSA and Kroc Center PTM policies and competitive team handbooks.
- Assist in the budgeting aspect of all competitive teams.
- May be required to travel with competitive teams as official Kroc Center representation.
- Research and assist in the development of new aquatic programs.
- Supervise coaches, classes, workshops and activities for aquatics programs.
- Evaluate programs to ensure that they meet the needs of the patrons and the community.
- Coordinate aquatic special events and help coordinate Kroc Community events.
- Evaluate programs and make recommendations for continuation or cessation of programs.

- Prepare and complete various forms, reports, correspondence, training reports/records, purchase orders, budget documents, statistical data, aquatic reports, surveys, class registration forms, progress reports, policies, procedures, charts, or other documents.
- May be required to instruct, coach, or lifeguard aquatic programs.

General Qualifications and Proficiencies:

- Bachelor's Degree in a relevant field, or equivalent experience and 2+ years of related experience.
- 3+ years competitive aquatics experience as an athlete or coach
- Considerable knowledge of aquatics and recreation philosophy, planning and administration.
- The following certifications are highly desirable and must be obtained within 1 year of filling this position:
 - American Red Cross WSI
 - Basic Lifeguard certificate or equivalent knowledge and experience
 - American Red Cross First Aid/CPR/AED
 - American Red Cross Oxygen Administration
 - Safety Training for Swim Coaches
- Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program.
- Ability to develop and direct various activities involved in aquatic recreation programs.
- Must have excellent computer skills; with working experience of Microsoft Office products including Word and Excel.
- Ability to learn and use Meet Management Software proficiently including Colorado Timing Systems and HyTek Software.
- Flexible schedule, able to work weekends/evening hours
- Excellent interpersonal skills and the ability to work well with all levels of internal management and staff, as well as Kroc members and the general public.
- Event planning, teaching and/or public speaking experience is desirable.
- Must have command of the English language and possess excellent verbal and written communication skills.
- Ability to plan and prioritize work.
- High attention to detail, consistent reliable follow through and able to prioritize and manage multiple projects, and meet established deadlines.
- Demonstrate good judgment, resourcefulness, flexibility, attention to detail, and problem solving.
- Have a philosophy of education and child development, which is consistent with that of the Center and TSA.
- Possess sensitivity and awareness of diverse cultural perspectives and the ability to work with diverse populations.
- Service-oriented team player who can take initiative, work independently and maintain poise in a fast-paced environment.

Physical Requirements:

- Position requires proficient swimming ability and endurance. Must perform the proper application of rescue and first-aid techniques. This position requires the ability to properly extract victims from the pool(s) to the deck, and ability to lift and carry at least 40 lbs., sit, stand, walk, bend, stoop, jog, pull,

push, balance, reach and ability to use fingers and hands. Position may require operating equipment such as computer keyboard and standard office equipment.

- Must be in good physical and mental health, capable of meeting the demands of all aquatics areas.

Qualified individuals must be able to perform the essential duties of the position with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment in order to meet the physical requirements of the position. The Salvation Army will attempt to satisfy requests as long as the accommodation needed is reasonable and no undue hardship would result.

General Statements

The above is general in nature and is not intended to be exhaustive.

Special Comments:

I understand that as an employee I represent The Salvation Army and agree to respect and work within its Christian tenets.

I understand that I will be covered by Workman's Compensation Insurance while on the job and agree to cooperate in properly reporting all work-related injuries or accidents to my supervisor immediately.

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

IS THERE ANYTHING THAT WOULD KEEP YOU FROM MEETING THE JOB DUTIES AS OUTLINED: YES () NO ()

Employee's Signature

Date

Supervisor's Signature

Date