



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseño Mission Indians

Post Office Box 1477 • Temecula, CA 92593
Telephone (951) 770-6000 Fax (951) 695-1778

JOB ANNOUNCEMENT

POSITION TITLE:	<u>Aquatics Coordinator</u>	OPENING DATE:	<u>January 26, 2022</u>
CLASSIFICATION:	<u>Full-Time</u>	FILING DEADLINE:	<u>February 4, 2022</u>
STATUS:	<u>Non-Exempt</u>	DEPARTMENT:	<u>Recreation Center</u>
RATE OF PAY:	<u>DOE</u>	SUPERVISOR:	<u>Dir. Recreation Ctr.</u>

HIRING PREFERENCE POSITION CATEGORY:	B
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SUMMARY:

The Aquatics Coordinator is responsible to deliver a wide variety of aquatic programs and activities to the Pechanga community. The Aquatics Coordinator is a management position responsible for overseeing the day to day operations of the Aquatics Center, including the management and maintenance of the entire pool facility. This is a full-time position that is tasked to ensure proper and safe use of all aquatic's equipment and the pool.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for the supervision of all aquatics activities in the Aquatics Center at the Pechanga Recreation Center; ensures all participants comply with all set safety standards and adhere to all facility Policies and Procedures.
- Coordinate new Aquatics applicant interviews with the Recreation Center Director and offer hiring recommendations.
- Responsible for the training and overseeing a strong team of Aquatic Center personnel.
- Accountable for maintenance standards of the Aquatics Center; coordinate and oversee routine maintenance contract; maintain maintenance logs and checklists and enter data in the database.
- Accountable for setting client service standards; assisting in budget formation; compiling monthly and quarterly reports to the Recreation Center Director.
- Responsible for pool scheduling and Pechanga Recreation Center programming coordination; organize and coordinate swim lessons, classes, leagues and meets; assists with swim coach and lifeguard recruitment and selection.
- Network with schools, local Aquatic organizations, and other appropriate groups to develop and provide creative aquatics programs for the community and coordinate the pool use schedule for these programs.
- Assists with promotional activities and events; manages Aquatics Center inventory and check out activity; issues written inventory replacement PO's to the Recreation Director.
- Responsible for coordinating continued-education training, maintenance and safety courses, tracks Aquatics Center staff certification compliance standards set forth by the Pechanga Recreation Center Policy.
- Teach swim lessons and lifeguard, as needed.
- Develop, plan and coordinate programs and events for the youth and the Pechanga community.

Hiring Preference: The Pechanga Tribal Government is an equal opportunity employer. Consistent with federal law, the Pechanga Band of Luiseno Indians applies Indian preference in employment. It is the policy of the Pechanga Tribal Government to give preference in hiring, promotions, and transfers into vacant positions to qualified applicants in the following order: 1) Pechanga Tribal Members; 2) Pechanga Tribal Member Spouses; 3) non-member American Indians. At-Will Employment: Employment with the Pechanga Tribal Government is at-will and can be terminated with or without cause, and with or without notice, at any time, either at the option of the employee or the Pechanga Tribal Government. Drug Testing: The Pechanga Tribal Government is a drug-free workplace. All employees are subject to drug testing. Background Investigation: All candidates and employees may be subject to a background investigation.

QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- High School diploma or a GED
- A **minimum** of 3 years full-time management experience at a year-round swimming pool which provides an organized aquatics instruction program for all ages as well as swim meets; 4 years staff supervisory experience a **must**.
- Sound mechanical knowledge of pool equipment maintenance, pool chemical testing and chemical reading **required**.
- Swim Coach and Water Polo Coach experience a plus.
- Self-motivated, results driven and highly organized.
- Computer skills and a working knowledge of the internet and research techniques **required**.
- Excellent communication skills, both orally and in writing **required**.
- Excellent customer service skills, the ability to work well with the public of all age groups and good conflict resolution skills.
- **Must** be able to work a split shift, some weekends and some holidays as necessary; must be available to work June through September and local school breaks as scheduled with no vacation leave.
- This position is subject to the Pechanga Tribal Government's Drug-Free Workplace Policy. This includes: pre-employment testing, post-accident or injury, and random

BENEFITS:

The Pechanga Band offers a comprehensive and competitive benefit package for all full-time employees. Benefits include the following:

- **Paid Time Off** – Vacation, Sick and Holiday pay
- **Retirement** - 401(k) retirement plan with a generous employer match
- **Health & Wellness Coverage** - Medical, dental and vision coverage
- **Life and Long Term Disability** - \$25,000 employer paid life and Long Term Disability
- **Flexible Spending Accounts** – Healthcare and Dependent care reimbursement accounts
- **Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance**
- **Supplemental Coverage** – Disability, Accident, Cancer, Life, and Hospital Confinement
- **Legal Shield and Identity Shield**
- **Pet Insurance**
- **Education Reimbursement Opportunities** – For pre-approved specific, job related education
- **Employee Assistance Program (EAP)** – Face-to-face counseling, Legal assistance, Financial assistance, ID recovery, Tobacco cessation, Dependent care and Daily living resources, and Crisis consultation

COMPLETE JOB DESCRIPTION AND APPLICATIONS ARE AVAILABLE AT:

PECHANGA GOVERNMENT CENTER
12705 PECHANGA ROAD TEMECULA, CA 92592
WWW.PECHANGA-NSN.GOV

Send application and resume to:

Email: HR@PECHANGA-NSN.GOV
Fax: 951-587-2209

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