



PECHANGA INDIAN RESERVATION

Temecula Band of Luiseno Mission Indians

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Tribal Chairman:
Mark Macarro

Council Members:
Raymond J. Basquez, Jr.
Catalina R. Chacon
Marc Luker
Robert "R.J." Munoa
Russell "Butch" Murphy
Michael Vasquez

Tribal Secretary:
Louise Burke

Tribal Treasurer:
Robyn Delfino

JOB DESCRIPTION

POSITION: Aquatics Coordinator
STATUS: Non-Exempt
CLASSIFICATION: Full-Time
DEPARTMENT: Pechanga Recreation Center
REPORTS TO: Director, Pechanga Recreation Center
POSITION CATEGORY: B
RATE OF PAY: DOE

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 aquatics equipment and the pool.

ESSENTIAL FUNCTIONS, 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.
- Coordinates new Aquatics applicant interviews with the Recreation Center Director and offers hiring recommendations.
- Responsible for the training and overseeing a strong team of Aquatic Center personnel.
- Accountable for maintenance standards of the Aquatics Center; coordinates and oversees routine maintenance contract; maintains maintenance logs and checklists and enters 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; organizes and coordinates 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.
- Assists with the procurement of contracts and other formal relationships with designated aquatics entities and suppliers.

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.

- 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.

The list of duties and responsibilities above is not an exhaustive list. In addition to the duties and responsibilities listed above, the employee will be required to perform other job-related duties, as assigned, that are consistent with the employee's job position and qualifications.

QUALIFICATIONS, EDUCATION & 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 testing.

REQUIRED LICENSES / CERTIFICATIONS:

- Current Certificates required-American Red Cross Lifeguarding/First-Aid certification, American Red Cross Oxygen Administration, American Red Cross Blood Pathogen, American Red Cross Emergency Response Certificate, American Red Cross Lifeguard Instructor (LGI), American Red Cross Water Safety Instructor (WSI) Certificate, current CPR/AED cards (Note: All Certificates Must be submitted along with applicants resume, front and back images are required of each document).
- Aquatics Facility Operator certification must be obtained within 6 months of hire.

KNOWLEDGE, SKILLS AND ABILITIES:

- Principles and practices of Aquatics and Recreation Center program planning, development and administration to include Aquatics program activities, swim and water safety classes, water sports and exercise programs.
- Pertinent health, fire and safety regulations affecting the use of municipal facilities.
- Crowd control methods.

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- Marketing and promoting facilities and program skills.
- Experience with program budget development, monitoring and evaluations.

PHYSICAL DEMANDS:

Physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch. Employee must occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The Pechanga Tribal Government may, upon request and in its sole discretion, grant an accommodation it deems reasonable and necessary to enable an employee with a disability to perform the essential functions of the job.

The work environment is generally 50% indoors in a temperature-controlled office and 50% outdoors in a variety of weather conditions; Noise level in the work environment is usually moderate. While performing the duties of this job, the employee works near swimming pools and various types of recreation equipment and is occasionally exposed to the risk of slipping and falling. The employee is exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals. Some travel may be required for training.

Employee's acknowledgement: I acknowledge by my signature below, that the duties listed on this job description represent those tasks falling within my immediate responsibility. I understand that the Pechanga Tribal Council has the right to change this job description at any time with or without prior notice.

Signature of Employee

Date

Print name of employee

Signature of Employee's Manager

Date

Print name of employee's manager

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