

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

DATE:

REVISED: June 2026

Title: Aquatics & Events Coordinator **Department:** Park, Recreation & Forestry **FLSA Status:** Exempt

General Summary:

The Aquatics & Events Coordinator is responsible for the year-round aquatic programming provided by the City including open swim, lap swim, fitness classes, lifeguard certification courses, and swimming lessons. In addition to oversight of the aquatics division, this role assists with the coordination of many events throughout the City on an annual basis. Roughly 75% of the position focuses on aquatics including but not limited to: staff supervision, programming, safety compliance, facility operations, and budget administration. The remaining 25% of this position supports the planning and execution events, park and facility rentals, and assisting with the municipal permitting processes.

Reporting Responsibilities:

Under general direction of the Parks, Recreation, and Forestry Director, the Aquatics and Events Coordinator oversee aquatics operations and both the Watertown Indoor Pool and the Watertown Aquatic Center. Event coordination will be a secondary duty of this position and will be guided by the Parks, Recreation, and Forestry Director and the Enrichment Director.

Specific Accountabilities:

Aquatics Administration and Operations (Approximately 75%)

- Manage the daily operations of Indoor Pool and Watertown Aquatic Center facilities.
- Develop, implement, and evaluate aquatic programs, including swim lessons, water fitness classes, open swim, lap swim, special events, and pool rentals.
- Recruit, hire, train, schedule, supervise, evaluate, and discipline seasonal and year-round aquatic staff, including lifeguards, swimming lesson instructors, pool supervisors, concession stand staff, and slide attendants.
- Ensure compliance with all local, state, and federal health and safety regulations governing aquatic facilities.
- Develop and maintain emergency action plans, risk management procedures, and safety protocols.
- Conduct regular inspections of each pool, their equipment, and each aquatic facility to ensure safe operating conditions.

- Coordinate facility maintenance and repairs with maintenance staff, contractors, and vendors.
- Administer and monitor daily water quality testing and treatment to ensure standards are being met.
- Prepare and manage aquatic program budgets, revenue projections, expenditures, and reports.
- Manage registration systems, program enrollment, attendance tracking, and customer service interactions.
- Purchase and maintain aquatic supplies, equipment, and uniforms.
- Develop marketing and promotional materials for aquatic division.

Special Events and Permitting (Approximately 25%)

- Coordinate and assist with City's special events, festivals, community celebrations, and recreational programs.
- Manage event logistics, including scheduling, site plans, vendor coordination, staffing, equipment needs, and public communication.
- Process and administer facility use permits, park reservations, and event applications.
- Coordinate permit approvals with municipal departments, including police, fire, public works, and administration.
- Assist event organizers in meeting municipal policies, safety requirements, and operational guidelines.
- Maintain event and permit records, agreements, insurance certificates, and related documentation.
- Support event setup, execution, and post-event evaluation activities.
- Develop recommendations for improvements to event operations and permitting procedures.

Education, Knowledge, Skills and Abilities:

Graduation from an accredited four (4) year college or university with major in park and recreation management or a related field; or has obtained a two (2) year associate degree in park management, forestry, horticulture, landscape architecture, personnel management, or a related field with two (2) years of work experience in a related field; or has four (4) years of experience in park management, urban forestry and personnel management, two (2) years of which has been in a supervisory capacity. In addition, this position requires:

- Knowledge of aquatic facility operations, water safety, and risk management principles.
- Knowledge of recreation programming, event planning, and public facility management.
- Ability to supervise, train, motivate, and evaluate employees.
- Strong organizational and project management skills.
- Ability to manage multiple priorities and deadlines simultaneously.
- Effective written and verbal communication skills.
- Ability to establish and maintain positive relationships with staff, community organizations, vendors, and the public.
- Proficiency with Microsoft Office and recreation management software systems.
- Ability to analyze budgets, prepare reports, and maintain accurate records.

Licenses and Certifications:

The successful candidate shall obtain, if not already currently in possession of, the following licenses and certification within nine months of their start date:

- Lifeguard Certification
- Lifeguard Instructor Certification
- Food Safety Certification
- Certified Pool Operator