



JOB POSTING

Applications Accepted
Until Filled

Position: Athletics/Aquatics Coordinator
Department: Community Services / Aquatics
Employee Category: Full-Time
Monthly Salary: \$3,730
Work Schedule: Monday – Sunday (hours may vary)
To Apply: Applications available on our website www.bedfordtx.gov/hr or at City Hall Building B – 2000 Forest Ridge Drive. [Click here to apply.](#)

JOB SUMMARY: Under the direct supervision of the Recreation Manager, develops and coordinates public athletics activities and aquatic programs. Develop and promote athletic leagues, tournaments, and aquatic programs such as softball, basketball, volleyball, swim team, swim lessons, and water aerobics. Maintain records of program activities, awards, equipment, inventory, and expenses. Maintain responsibility for daily operations of the Splash Aquatic Center.

MINIMUM QUALIFICATIONS:

- A valid Texas Driver's License.
- A Bachelors Degree from a four-year college or university; or 1 to 2 years related experience and/or training; or equivalent combination of education and experience.
- Certified Pool/Spa Operator's License must be obtained within 6 months of employment.

SKILLS AND EXPERIENCE:

- Ability to supervise and manage Athletic Officials and Referees, Part-Time Staff, Pool Manager, Swim Team Coaches, Lifeguards, and Swim Instructors.
- Ability to effectively communicate both verbally and in writing.
- Ability to effectively present information and respond to question from groups of managers, clients, customers, and the general public.
- Demonstrated knowledge of computer training, application of statistical technique and organization of athletic and aquatic activities.
- Work as a team with administrative and other professional personnel to ensure that the athletic programs and camps are well balanced, coordinated, and integrated in the programming for the City of Bedford.