

Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

<b>Job Title</b>	Aquatics Coordinator (4134U), Recreation & Wellbeing - 76503
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Feb. 24, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6028377">https://apptrkr.com/6028377</a>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Aquatics Coordinator (4134U), Recreation & Wellbeing - 76503**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). Our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

The Department of Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

### Position Summary

Under the supervision of the Aquatics Director, incumbent will perform the following job duties which include but are not limited to: assist in the supervision of approximately 120 employees responsible for covering aquatic hours seven days per week, execution of staff in-service trainings and safety audits, regular inspection and repair of campus aquatic facilities and equipment, and coordination of daily rec operations or services at the Spieker Aquatic Complex, Hearst swimming pools, Golden Bear swimming pool, and Strawberry Canyon swimming pools. Daily tasks include technical training of employees, assistance in hiring and supervision, coordination of CPR, first aid, bloodborne pathogen training for unit, department, and campus groups, committee work, and input into the formulation of unit and Departmental policy. Incumbent assists with the management of daily facility scheduling operations ensuring the compliance of Department and University policies. Scheduling system is web-based EMS Enterprise Client (data entry), Virtual EMS, and Master Calendar modules.

### Application Review Date

The First Review Date for this job is: 03/07/2025.

### Responsibilities

Under the supervision of the Aquatics Director, assist with the supervision and professional

Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

development of approximately 120 employees. Duties include the following:

- Assist with the hiring, training, supervision, and evaluation of aquatic program staff including lifeguard and head lifeguard staff, adult instructional class instructors, and rec program instructors.
- Assist with monitoring work performance, documenting and addressing performance violations of job description, performance standards, and/or work rules as necessary.
- Schedule and conduct orientations and training shifts for new employees.
- Assign work tasks as necessary according to daily schedule.
- Assign/monitor daily variances in work tasks.

Participate in the planning of all aquatics programs and provide support for Department programs and special events:

- Attend unit, department and campus staff meetings and share the chairing/minutes-taking responsibilities for these.
- Oversee the operation of the campus swimming pools.
- Resolve problems for guests, employees, staff, and lost cards.
- Provide personal service and promote positive guest relations.
- Review and forward Accident Reports, Maintenance forms, and related information to appropriate Departmental and campus personnel.
- Communicate program information to staff through informational memorandums, workshops, meetings, or trainings.
- Chair unit student employee meetings as assigned.
- Monitor physical condition of the facilities and process appropriate requests for repairs.
- Enforce or apply disciplinary policy regarding confiscated cards, fighting, and inappropriate behavior, etc.
- Perform emergency response or rescue techniques as needed.

Manage all aquatics scheduling:

- Determine employee availability and develop scheduling priorities.
- Interact with scheduling component to determine staffing needs.
- Prepare schedules in compliance with Department and campus policy, as well as parameters, which may apply to individual programs or employees.
- Coordinate employee schedules.

Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

- Secure substitute employees as needed (ie. emergency situations, no show staff, unexpected program needs).
- Notify employees of scheduling changes, emergency needs, staffing needs, etc.
- Work with department components, DPE, and ROTC to staff Special Events.
- Cross-check General Rec Schedules with Weekly Calendars, employee schedules, and swimming pool rec flyers to ensure that all activities are covered and are consistent on all schedules.
- Work swimming pool shifts in the absence of assigned staff and other unit administrators.
- Manage and approve employee time in Kronos, as needed.

Coordinate and provide emergency assistance training:

- In conjunction with department program units, plan and implement integrated trainings each semester focused on Emergency Response Training for Recreational Sports Facility, Haas Pavilion, Hearst Gym, Spieker Pool, GBRC, and SCRA.
- Schedule and coordinate department training sessions in emergency response procedures, as well as safety committee meetings, American Red Cross training.
- Coordinate and execute employee safety audits; Coordinate the CPR/FA certification program for Rec Operations and Aquatic unit employees.
- Manage on-site CPR/FA class offerings for campus department staff and RS components as needed.
- Coordinate and conduct Blood Borne Pathogen training for department units as requested.
- Assist with the annual review of the training program and materials to maintain compliance with EHS and Title 8 legislation.

Provide general administration and assistance as required:

- Participate in the development and implementation of policy for the Aquatic unit.
- Provide input into RS policies and procedures.
- Perform miscellaneous tasks as assigned.
- Assists with the management of daily facility scheduling operations ensuring the compliance of Department and University policies.
- Scheduling system is web-based EMS Enterprise Client (data entry), Virtual EMS, and Master Calendar modules.
- Tasks include processing requests and booking spaces using the online scheduling system.

Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

### Required Qualifications

- Client service minded, entrepreneurial spirit and creative thinking.
- Must have highly effective verbal and written communication skills in the English language.
- Must be proficient in the use of basic computer applications.
- Thorough knowledge of and/or can quickly learn campus policies and procedures.
- Must be able to work in youth camps, fitness and outdoor programs.
- Has thorough knowledge of program activity and industry best practices.
- Position requires strong leadership and inter-personal skills and the ability to work effectively across the organization.
- Strong service orientation, program management, sound judgment and decision-making, critical thinking, develop original ideas, creative problem-solving skills in a varied and challenging environment.
- Lifeguard Training (provider).
- CPR for the Professional Rescuer (provider).
- Standard First Aid (provider).
- Title 22: First Aid for Public Safety Officers (provider).
- Water Safety Instructor (provider).
- Bachelor's degree in related area and/or equivalent experience/training.

### Preferred Qualifications

- Lifeguard Training Instructor.
- CPR for the Professional Rescuer Instructor.
- Standard First Aid Instructor.
- Title 22: First Aid for Public Safety Officers Instructor.
- Water Safety Instructor.

### Salary & Benefits

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly at an annual rate and is eligible for UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [https://apptrkr.com/get\\_redirect.php?id=6028377&targetURL=](https://apptrkr.com/get_redirect.php?id=6028377&targetURL=)

Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary range that the University reasonably expects to pay for this position is \$61,000.00 - \$65,000.00.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Other Information**

- This is not a visa opportunity.

### **Conviction History Background**

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

## Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[https://apptrkr.com/get\\_redirect.php?id=6028377&targetURL=](https://apptrkr.com/get_redirect.php?id=6028377&targetURL=)

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)



Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025





Aquatics Coordinator (4134U), Recreation & Wellbeing -  
76503

University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=253689>

Downloaded On: Feb. 24, 2025 8:31pm

Posted Feb. 24, 2025, set to expire Jun. 30, 2025

**Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [https://apptrkr.com/get\\_redirect.php?id=6028377&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=6028377&targetURL=U.S.EqualEmploymentOpportunityCommission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

jeid-19203819e3c027489cfdc6a2c4f1f98b

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

,