

VACANCY NOTICE

DATE: May 22, 2025

POSITION TITLE: Pool & Community Recreation Coordinator

ASSIGNMENT: Districtwide

JURISDICTIONAL CLASS: Civil Service - Competitive Class

START DATE: As Soon As Possible

PRIMARY WORK ACTIVITIES:

Typical activities characteristic of the class.

- Develops, schedules and teaches community fitness classes or learn to swim classes outside of the standard K-12 instructional program;
- Carries out all duties required as a Certified Pool Operator to ensure the pool is properly managed, maintained and safe for public use;
- Oversees all aspects of the fitness facility, indoor track, and pool during community fitness hours of operation;
- Schedules recreation leaders in the fitness facility and lifeguards in the pool;
- Communicates general concerns and information to fitness facility and pool staff;
- Informs Director of Health, PE and Athletics of the general operating condition of the fitness facility and equipment and supply needs;
- Communicates with the public in person, through the posting of internal signage, and via social media regarding scheduling and programing;
- Keeps simple records which may include numbers and activities of participants, equipment used, etc.;
- Schedules AED/EMT staff and parking attendants for MACS events open to the community;
- Performs related duties as required by the Superintendent of Schools.

KNOWLEDGE, SKILLS AND ABILITIES:

Summary of full performance level characteristics.

WORKING KNOWLEDGE OF: organization and development of recreation and fitness activities; safe use of exercise machines and equipment; physical health and wellness;

ABILITY TO: communicate effectively, both orally and in writing; maintain records and reports; plan and develop community fitness classes; stimulate and maintain the interest of participants; plan, assign, and supervise the work of others.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A. Possession of an associate's degree or higher in Physical Education, Exercise Science or Wellness Management and one (1) year of experience in the management of a recreation program or fitness center or as a personal trainer; **OR**

- B. Graduation from high school or possession of an equivalency diploma and three (3) years of the experience described in "A" above; **OR**
- C. An equivalent combination of training and experience as defined by the limits of "A" and "B".

NOTE: Your degree or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credit hours were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You may contact the Human Resources Department for a list of acceptable companies who provide this service. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: Eligibility for Certified Pool Operator (CPO) Certification required at time of appointment, must obtain certification within 6 months of appointment. Maintenance of certification is required throughout the course of employment.

Certification as Lifeguard, with First Aid, CPR/AED

TERMS OF EMPLOYMENT:

- Full-time, provisional appointment
- 12-month position
- \$50,000 per year
- Benefits per CSEA contract

APPLICATION DEADLINE: Open Until Filled

APPLICATION INFORMATION:

All applicants must submit a RecruitFront online employment application (found on our website: www.mexicoesd.org), **including contact information for three professional references.**

Refer to posting #25-122 in all correspondence.

Interested applicants must meet the minimum qualifications set by the Oswego County Human Resources Department. All candidates are required to take, pass, and appear on the list of eligible candidates for the Pool & Community Recreation Coordinator examination.

The Mexico Central School District is in compliance with federal and state laws governing equal opportunity prohibiting discrimination on the basis of race, color, creed, ethnic background, religion, sex, age, marital status, physical handicap, and any other protected category under federal, state, or local law. EOE/AA

This position will be filled following Civil Service Law.