Georgia State University

Job Specification

Job Title: Coordinator, Aquatic Operations

BCAT Code: 09JX29
Pay Grade: G15

Effective Date: June 1, 2011
Revision Date: July 1, 2013

General Description
Administers the entire Aquatic Program for the department.

Examples of Duties
- Manages all Aquatic related facilities, programs, and equipment.
- Hires, trains, supervises and evaluates lifeguards, swimming instructors, and safety class instructors.
- Coordinates and teaches department safety classes.
- Acts as the departmental risk manager/safety officer.
- Oversees and assists in the organization, scheduling, equipment use and instructions of the Scuba program.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of pool equipment and operations.
- Knowledge and experience with safety and risk management, event planning, and aquatic programming.
- Knowledge of liability issues as they apply to facilities and equipment.
- Knowledge and experience in budget management.
- Excellent computer skills.
- Effective oral and written communication skills.
- Ability to supervise staff.
- Ability to manage and maintain confidential information.
- Ability to follow extensive safety precautions, including the use of protective gear.

Minimum GSU Hiring Standards
Bachelor’s degree in Recreation, Physical Education, Sports Administration or related field and three years of related experience; or a combination of training and related experience. Must have Cardiopulmonary resuscitation (CPR) and First Aid certifications.


The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.

Office of Human Resources

Classification Section