City of Ames

Aquatics Coordinator

SALARY	$26.91 - $37.41 Hourly $55,972.80 - $77,812.80 Annually	**LOCATION**	515 Clark Avenue, Ames, IA, 50010, IA
JOB TYPE	Full-Time	**JOB NUMBER**	26-3218-01
DEPARTMENT	Parks & Recreation	**DIVISION**	Parks & Recreation Seasonal
OPENING DATE	11/18/2026	**CLOSING DATE**	12/20/2026 5:00 PM Central
FLSA	Non-Exempt	**BARGAINING UNIT**	MERIT
RESIDENCY REQUIREMENT?	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames is conducting a recruitment to establish a Civil Service eligibility list for this classification. The list will be valid for up to one year from the date of certification by the Ames Civil Service Commission and may be used to fill one or more vacancies in this classification. In addition, City of Ames Civil Service employees who have previously held Civil Service status in this classification and are interested in voluntarily demoting or laterally transferring into the current vacancy must submit their application by the deadline.

Under the direction of the Recreation Superintendent and Aquatics Manager this position will assist in the development, delivery, and implementation of a variety of aquatic programs for people of all ages and abilities; provides on-site supervision during program operations (which may include early mornings, evenings, and weekend work); will assist with the daily operations of all department aquatic facilities.

In order to be considered for this position, all applicants must submit their online application by the deadline listed on this posting. Your application includes complete responses to the supplemental questions. Please keep in mind that submission of a resume in lieu of work history on your application or answering the supplemental questions is not sufficient.

Compensation Philosophy:
The City of Ames has a compensation philosophy for our merit salary ranges that provides growth for employees as they gain experience and expertise in their roles. The minimum pay of each range is intended to reflect an employee's qualifications that meet the position's minimum requirements. The median of any range is for an employee who can reasonably meet all expectations of the position responsibilities without initial or extensive training. The City may consider a candidate's education, experience, and skills that are above the minimum requirements when considering a salary closer to the median. The median salary for this position is $66,899.

Benefits

Our comprehensive benefits package can be viewed at: City of Ames Benefits

Public Service Loan Forgiveness (PSLF) Program: The PSLF Program is a federal program that is intended to encourage individuals to work in public service by forgiving the balance of their federal student loans. To qualify, the individual must have made 120 qualifying payments while employed by a qualifying employer. For more information, please visit: PSLF Program

Examples of Essential Job Functions

Examples of Essential Job Functions: Assists Recreation Superintendent and Aquatics Manager in the delivery of aquatic programs, services, and facilities; provides feedback and evaluation through participants, patrons, and observation. Assists in the delivery and implementation of aquatic programs. Assists with recruiting, training, scheduling, and supervising staff for programs and facility operations; responsible for being onsite during facility operations and programs; work a seasonally rotating schedule which may include early mornings, evenings, and weekends; assist with onsite responsibilities of temporary/part-time staff; makes on-site decisions. Acts as manager on duty in the absence of Aquatics Manager. Assists temporary/part-time staff and volunteers; serves as liaison support between temporary staff in the field, program participants, facility users to Aquatics Manager or Recreation Superintendent as needed. Greets and interacts with the public; possesses the ability to handle and communicate concerns; answer questions; assists in the enforcement of rules of conduct; anticipates and communicates service, inventory, and equipment needs. Follows program, facility, department, and organization policies and procedures.. Assist in cash handling practices; provides input for budget items. Performs set up, tear down, and other duties as assigned for facility and/or program functions; general housekeeping items; provides support in all program and facility areas, as assigned by Aquatics Manager or Recreation Superintendent; participates in cross-functional groups; assists in the preparation and dissemination of promotional materials; assists in the maintenance of necessary records and assists with required reports. All other duties as assigned.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respect and dignity for one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment. Other Job Functions: May lead, instruct, or officiate activities as assigned; performs related work to support the organization; evaluate general condition of facilities and communicate any concerns, defects, or damages.

Qualifications

Education and Experience: High school diploma or GED with at least two (2) years of experience in an aquatics environment; or any equivalent combination of education and experience.

Licenses and Certificates: Possessing and maintaining a valid driver's license required. Current American Red Cross Lifeguard, Lifeguard Instructor, and Water Safety Instructor Certification is preferred or a combination thereof; or the ability to obtain within six (6) months of hire.

Knowledge, Skills, and Abilities Necessary to Perform Essential Functions: General knowledge of aquatic programming and facility operations; awareness of skills, rules and procedures related to various aquatic activities and programs, , facility management,, and special events; knowledge of first aid and general safety practices. Some knowledge of machinery and equipment associated with assigned duties. Knowledge of customer service principles and practices; proficiency with PC's and computer software applications; knowledge of the principles and practices of supervision.

Skill in leading and instructing participants of all ages in aquatic programs; excellent interpersonal skills, excellent oral and written communication skills, problem solving and leadership skills.

Ability to set up, conduct, and oversee aquatic programs, private rentals, events, and activities. Ability to coordinate programs, as required, and oversee events and facility guests. Ability to take initiative and work with little direct supervision; ability to work independently and in a teaming environment; ability to establish and maintain effective working relationships; ability to prepare and maintain accurate records; ability to estimate and communicate supply and equipment needs for facility/program operations; ability to lead the work of subordinates.

Supplemental Information

Required Physical Activities: Climbing, balancing, stooping, kneeling, crouching, reaching, walking, swimming, pushing, pulling, lifting, finger dexterity, grasping, talking, and hearing.

General Physical Characteristics: The volume of standing, sitting, swimming, etc. will vary based on job assignment (i.e., desk work, on deck or in water training, lifeguarding, instructing, etc.) The general work involves intermittent periods of standing and sitting with sitting 25% of the time (includes using a computer); standing (but not walking) 25% of the time; standing and walking 50% of the time; frequently lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds; infrequently lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, operation of machines (including inspection), and measurement devices.

Environmental Conditions: The work is performed both inside and outside. Some exposure to extreme cold, heat, wet and/or humid conditions, dirt/dust, and other environmental conditions.

Equipment Used on the Job: Car, calculator, computer and related software, personnel policies manual, recreation and aquatics equipment, telephone, audiovisual equipment, fax, copy machine, floor scrubber, and minor hand tools.

Veteran's Preference Points

The City of Ames provides Veteran's Preference Points for Civil Service positions. A copy of your DD214 and, if applicable, proof of disability, must be attached with your application (or faxed to 515-239-5294) prior to the close date of the posting in order to receive Veteran's Preference Points.

Selection Process:

The selection process consists of an evaluation of education and experience; phone interview; on-site interview, which will include a manager meeting; and completion of reference checks and a criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

Preference may be given to applicants possessing qualifications above the minimum.
Depending on the number of qualified candidates, the City may forego phone interviews.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: http://www.uscis.gov.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Employer
City of Ames

Address
515 Clark Ave

Ames, Iowa, 50010

Phone
515-239-5199

Website
http://www.cityofames.org/jobs

Aquatics Coordinator Supplemental Questionnaire

*QUESTION 1

Please describe in detail your experience, role(s), and supervisory experience in the aquatics field.

*QUESTION 2

Please list all current American Red Cross Certifications you hold applicable to this position.

*QUESTION 3

What experience do you have teaching American Red Cross certification classes (i.e. lifeguard, LGI, WSI, CPR, Babysitting)?

*QUESTION 4

What does "customer driven" mean to you? Provide an example that supports your position.

*QUESTION 5

Please provide an example of a difficult decision you had to make in an aquatic setting. What values guided your decision? Explain why these values were important to you while making this decision.

*QUESTION 6

Why do you want to work in aquatics with the City of Ames Parks and Recreation Department?

*QUESTION 7

This position has an unconventional schedule. It will have a seasonal rotating schedule including weekends, evenings, and early mornings. Are you able to work this type of schedule?

- ◯ Yes
- ◯ No

* Required Question