



2000 Forest Ridge Drive, Bedford Texas 76021  
[www.ci.bedford.tx.us](http://www.ci.bedford.tx.us) (817) 952-2100

Open: September 21, 2012  
Close: When Filled

**JOB POSTING**  
**Athletic/Aquatics Coordinator**  
**Full Time**  
**Monthly Salary \$3,252**

**JOB SUMMARY:**

Under the direct supervision of the Recreation Manager, develops and coordinates activities of public athletic activities and aquatic programs as well as supervising the aquatic center.

**MINIMUM QUALIFICATIONS:**

- Must possess a valid Texas Drivers License
- Must possess a Bachelors Degree (B.A.) from a four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience
- Certified Pool/Spa Operator's License must be obtained within six months of employment
- Ability to supervise and manage athletic officials and referees, part-time staff, pool manager, swim team coaches, lifeguards and swim instructors

**SKILLS AND EXPERIENCE:**

- Works as a team with administrative or other professional personnel to ensure that the athletic and aquatic programs are well balanced, coordinated and integrated in the programming for The City of Bedford.
- Ability to effectively communicate both verbally and in writing
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Demonstrated knowledge of computer training, application of statistical technique and organization of athletic and aquatics activities.
- Certified Leisure Associate Certification is highly desired

**TO APPLY:**

Applications are available at City Hall, 2000 Forest Ridge, Bedford, TX or on line on our web site @ [www.ci.bedford.tx.us](http://www.ci.bedford.tx.us).

*The City of Bedford is an Equal Opportunity/ Affirmative Action Employer*