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Coordinator II, Aquatics & Adventures

Job Summary

The Coordinator II, Aquatics & Adventures coordinates the day-to-day operations of assigned facilities, programs, and services within University Recreation & Wellness Aquatics and Adventure. Functional areas may include the Lee County/FGCU Aquatics Center, South Village Pool, Waterfront, aquatic programming, certification programs, RecVentures, equipment rentals, adventure trips, and motorized and non-motorized watersports. This position oversees assigned functional areas, including facility operations, program development and delivery, risk management, equipment management, and student supervision, while collaborating with other professional staff to support overall Aquatics and Adventure operations.

FGCU is building a culture of curiosity, commitment and collaboration. We value employees who successfully work with others and drive positive change through critical thinking and decisive action. If you thrive in an environment of innovation, accountability and mutual respect, you will find a good home here.

Job Description

Typical duties include but are not limited to:

- Coordinates the daily operation of assigned facilities, programs, and services. Develops, plans, and implements events, programs, clinics, courses, rentals, trips, and activities within assigned functional areas.

- Coordinates facility, program, and staff schedules and provides onsite management for programs, rentals, meets, special events, and other activities, including evenings, weekends, and holidays as necessary.
- Coordinates assigned aquatic and adventure programs, which may include swim lessons, safety certification courses, swim and dive club activities, competitive meets, equipment rentals, skill clinics, adventure trips, bike programs, and motorized and non-motorized watersports.
- Conducts routine inspections and assists with maintaining the safety, cleanliness, and functionality of assigned facilities and equipment, including pool water quality and mechanical systems, competitive swimming equipment, watercraft, watersport equipment, outdoor rental equipment, bicycles, and risk management equipment.
- Collects and analyzes data to assess facility usage, program participation, student learning, customer experience, and operational effectiveness. Prepares reports and recommendations related to assigned functional areas.
- Contributes to the development and implementation of policies, procedures, operating standards, and training materials within assigned functional areas.
- Responsible for recruiting, hiring, scheduling, supervising, training, and evaluating student employees within assigned functional areas, which may include Lifeguards, Swim Instructors, Certification Instructors, Boat Drivers, Timing System Operators, Waterfront staff, and Program Assistants. Delegates and assigns work and develops in-service and large staff trainings.
- Monitors budgets and expenditures within assigned functional areas. Researches purchasing options, maintains inventories, coordinates equipment repair and replacement, reconciles purchasing-card expenditures, and prepares budget requests.
- Assists with various special event programs for department.
- Assists with the development, implementation, evaluation, and compliance of risk-management and emergency procedures within assigned functional areas. Provides safety training and ensures established practices are followed.

Other Duties:

- Serves on assigned University Recreation & Wellness and University work teams or committees as needed.
- Performs other job-related duties as assigned.

Additional Job Description

Required Qualifications:

- This position requires either six years of directly related full-time experience or, as an alternative, a Bachelor's degree from an accredited institution in an appropriate area of specialization and two years of full-time experience directly related to the job functions.
- Experience in aquatic, waterfront, outdoor recreation, or related programming.
- Experience operating a personal computer and proficient with Microsoft Office (Word, Excel, and Outlook).
- Current American Red Cross Lifeguarding, CPR/AED, and First Aid certifications, or the ability to obtain all required certifications within three months of employment.
- Boating Safety Education or Certification with ability to obtain a Florida Boater's Safety Education within three months of employment.
- Valid driver's license.
- Any appropriate combination of relevant education, experience, and/or certifications may be considered.

Preferred Qualifications:

- Master's Degree from an accredited institution in Recreation, Sports Administration, Hospitality Management, Education or closely related discipline.
- Experience scheduling, and supervising the work of student employees.
- Experience and proficiency with recreation management software, such as Innosoft Fusion, CSI, similar.
- Experience and proficiency with trip and adventure planning and execution.
- Current American Red Cross Lifeguard Instructor Certification, or ability to receive within six months of employment.
- Current Certified Pool Operator/Aquatics Facility Operator certification, or ability to receive within six months of employment.
- Current CPR for the Professional Rescuer Instructor, or ability to receive within six months of employment.

Knowledge, Skills, & Abilities:

- Proven ability to think strategically and approach challenges with creativity
- Demonstrated track record of reliability, meeting goals, and holding oneself accountable
- Strong interpersonal skills and experience working effectively across teams
- Knowledge of aquatics and recreation programming.
- Knowledge of and experience with records management.
- Knowledge of budget control principles, practices, and procedures.
- Knowledge of or ability to learn Innosoft Fusion software.
- Knowledge of or ability to learn competitive swim meet management equipment and systems and ability to train staff on such skills.
- Knowledge of or ability to learn motorized boat safety operations and waterfront recreational activities and ability to train staff on such skills.
- Knowledge of risk management standards and practices.
- Strong interpersonal, verbal, and written communication skills.
- Strong organizational skills and the ability to prioritize and complete simultaneous projects.
- Demonstrated skill in event management and program planning.
- Demonstrated skill with scheduling and logistics coordination.
- Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to interpret and apply laws, regulations, policies and procedures consistently.
- Ability to interact in a professional manner with staff, faculty, students, and the community in a service-oriented environment.
- Ability to work successfully as both a member of a team and independently with minimal supervision.
- Ability to take initiative to plan, organize, coordinate and perform work in various situations when numerous and competing demands are involved.

- Ability to think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational structure.
- Ability to effectively manage the work of others by providing information, guidance, and motivation.
- Ability to work evenings, nights and weekends as necessary.

Institutional Values & Behavioral Expectation

In this role, the successful candidate will be expected to:

- Seek out new approaches to improve outcomes; remain open for feedback and new ideas.
- Lead with integrity; consistently produce high-quality work; persevere to overcome obstacles to meet deadlines and achieve deliverables.
- Share information and insights thoughtfully; build partnerships across departments; communicate respectfully; support colleagues to achieve common goals.

Pay Grade 15

Review of applicant materials will begin on September 25, 2026.

FGCU is a State University System of Florida member and an Equal Opportunity and Equal Access employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, disability, or protected veteran status.