



JOB TITLE: Aquatics Associate-Parks and Recreation Services

SALARY: According to placement on current compensation table

TERMS OF EMPLOYMENT: Twelve-month position

EVALUATION: Performance of this job will be evaluated in accordance with the procedures for evaluating non-licensed staff

REPORTS TO: Recreation Specialist - Aquatics
Director of Parks and Recreation Services

SUPERVISORY RESPONSIBILITIES: Aquatics staff

JOB QUALIFICATIONS:

Education:

1. High school diploma or equivalent

Experience:

1. Experience in lifeguarding and aquatics instruction preferred
2. Experience in swimming pool maintenance preferred
3. Experience in swim team/coaching preferred

Certificates/Licenses:

1. Red Cross Lifeguard Training Certificate
2. Water Safety Instructor preferred
3. Certification as a Certified Pool Operator or AFO
4. USA swim certified preferred
5. Valid driver's license

JOB EXPECTATIONS:

1. Demonstrates effective organizational, problem solving, and conflict resolution skills
2. Demonstrates punctuality and good attendance
3. Complies with all safety policies, practices, and procedures, including proper use of equipment
4. Reports all unsafe conditions/activities to supervisor, Human Resources, or Risk Management
5. Demonstrates aptitude and interest for the work to be performed
6. Follows appropriate District policies and procedures
7. Meets deadlines
8. Demonstrates confidentiality as related to job
9. Develops and maintains professional working relations with other District employees
10. Demonstrates effective communication skills both verbally and in writing
11. Works flexible hours including evenings and weekends as assigned
12. Seeks ongoing training appropriate to the essential functions of the job

JOB SKILLS and ABILITIES:

1. Demonstrates the ability to chemically balance swimming pool water
2. Demonstrates the ability to operate all mechanical equipment related to the pool facility
3. Demonstrates knowledge of competitive swimming and the ability to conduct swim meets
4. Ability to operate computer software and hardware related to pool management

ESSENTIAL FUNCTIONS:

1. Assists in developing, coordinating and supervising community education programs in aquatics
2. Assists in scheduling, organizing, and directing the swimming pool operation
3. Assists in organizing, scheduling, and directing lifeguards and instructors for open swim, special activities/programs, and Red Cross swim classes
4. Provides swimming instruction as assigned
5. Assists in recognizing, planning, and initiating aquatics program needs of the community
6. Assists the Aquatics Recreation Specialist in coordinating aquatic programs with other agencies on-site and in surrounding communities
7. Assists in producing manuals, rules, regulations, instructional guides, and class guides as assigned
8. Assists in developing and maintaining positive public relations, advertising, and promotion of Parks and Recreation programs
9. Attends weekly meetings with Aquatics Recreation Specialist as assigned
10. Demonstrates the ability to communicate effectively, collaborate with co-workers, and interact with colleagues in a professional manner
11. Demonstrates a positive attitude towards change
12. Performs such other tasks as may, from time to time, be assigned

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Certain positions within the District may impose additional physical demands. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, and feel; reach with hands and arms; taste and smell; and talk and hear. The employee may also need to stoop, kneel, crouch, and crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift up to 50 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions. The employee is frequently exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions pursuant to applicable law.

This is a temporary administrative guide, subject to change.

Prepared by: KV/blm
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