



**Job Title:** Aquatics Aide – Parks & Recreation Department

**Classification:** Non-Exempt

**Pay Grade:** Program Assistant II

**Reports to:** Aquatics Supervisor

**Approval Date:** November 5, 2019

## **JOB DESCRIPTION**

### **Summary/Objective**

Under supervision of the Aquatics Supervisor, employee provides general assistance and support to assigned aquatic programs and activities; sets up and issues equipment for aquatic activities; assists in providing on-site supervision of aquatic program and activity participants; and performs a variety of general and routine administrative tasks in support of aquatic programs. Supervises pools' evening and weekend part time staff, part time concession stand workers, swim team coaches and volunteers.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Assists with planning, organizing and instructing various aquatics programs and activities.
2. Conducts new employee orientation.
3. Assists in creating schedules for aquatic centers' staffing needs and private events.
4. Serves as a life guard as needed.
5. Assists in hiring and training qualified lifeguards, instructors and all other pool staff.

6. Supervises lifeguards, instructors and other aquatic staff, in the absence of the Aquatic Supervisor.
7. Ensures safety program standards are followed.
8. Provides feedback, to Aquatics Supervisor, of lifeguard deck rotational system for monitoring the pools and all other pool deck operations.
9. Assists in the administration and execution of the Swim Team Program.
10. Reviews computer generated records for all swim team related activities and events. Reports findings to Aquatic Center Supervisor.
11. Develops, monitors and maintains social media accounts and assists with text caster.
12. Assists the building maintenance staff with monitoring filtration, chemical balance and other components of the aquatic operating systems. Reports inconsistencies or failures to building maintenance staff and Aquatic Center Supervisor.
13. Assists with regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons. Reports inconsistencies or failures to building maintenance staff and Aquatic Center Supervisor.
14. Assists in evaluating programs to determine public needs and how to increase program efficiency and effectiveness. Receives and responds to citizen complaints and suggestions.
15. Assists front counter staff with customers – selling passes, taking registrations and answering questions related to the aquatic facilities and programs.
16. Cleans and sets up areas and equipment for aquatic activities.
17. Interacts with parents, children, program participants, instructors, coaches, youth associations, community organizations, and others regarding programs, events, and activities.
18. Assumes the responsibilities of Aquatic Supervisor, when needed.
19. Performs related duties as required.

### **Supervisory Responsibility**

Supervises part-time aquatic employees (evenings and weekends) and program instructors.

### **Work Environment**

While performing the duties of this job, the employee frequently works near moving mechanical parts and pool mechanical systems. The employee constantly is exposed to wet and dry conditions. The employee may use chemicals which may expose the employee to fumes, dust and air contaminants. Employee may be exposed to mechanical and biological hazards. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The employee is exposed to heat and sun during the summer months.

The noise level in the work environment is usually loud when in the facility.

**Physical Demands** *[NOTE: The section may require amendments after a physical capacity testing program is implemented.]*

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.

- Require sufficient physical ability and mobility to walk, stand and sit for prolonged periods of time.
- Require to frequently stoop, bend, kneel, crouch, crawl, twist, grasp, and make repetitive hand movements.
- Require ability to climb ladders, work at heights over 10 feet, and work in confined spaces.
- Require the use of hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Require ability to lift, carry, push, and/or pull moderate to heavy amounts of weight.
- Require operating assigned equipment and vehicles.
- Require verbal communication to exchange information.
- Require specific vision abilities including close vision, distance vision, depth perception and ability to adjust focus with or without correction.
- Require hearing in normal audio range with or without correction.

**Position Type/Expected Hours of Work**

Monday through Friday 11:00 AM – 8:00 PM. Days and hours will change due to program activities and seasonal hour changes.

Must be flexible and willing to work evenings and weekends

**Travel**

Travel is primarily local during the business day.

**Required Education and Experience**

1. High school graduation or GED equivalent.
2. One (1) or more years of aquatic experience.
3. Ability to obtain certification as Water Safety Instructor, USA Swimming Certification, Lifeguard Certification, CPO Certification and CPR.

**Preferred Education and Experience**

1. Three (3) years supervisory experience working in a similar environment.
2. Certification as Water Safety Instructor, Lifeguard Certification, CPO Certification, Life Guard Certification and CPR.

**Additional Eligibility Qualifications**

1. Considerable knowledge of operations, services and activities of a recreation program.

2. Knowledge of aquatic sports and recreational activities and programs including the techniques, rules and equipment used in the various sports, games and special events.
3. Knowledge of the scope and goals of the City's recreational programs.
4. Basic knowledge of administering youth and adult recreational programs. Working knowledge of the rules for a variety of aquatic sports.
5. Considerable knowledge of the pools' filtration systems and required chemical levels.
6. Ability to organize and direct fitness activities, swimming lessons and aquatic recreation programs.
7. Ability to set up and take down equipment for programs and special events.
8. Ability to evaluate situations and make decisions.
9. Ability to communicate effectively with public, staff, peers and supervisor of decisions, changes, mishaps, and other relevant information in a timely manner.
10. Ability to establish and maintain an effective working relationship with the public and other employees.
11. Ability to work a flexible schedule with some overtime work required.
12. Ability to perform a variety of tasks simultaneously or in rapid succession.
13. Ability to concentrate and accomplish tasks despite interruptions.
14. Ability to meet the physical and environmental demands to safely perform the assigned tasks.
15. Ability to maintain simple written records and reports.
16. Ability to read and interpret a variety of instructions and documents in written, oral, diagram, or schedule form.
17. Ability to communicate clearly and concisely, both orally and in writing.
18. Ability to deal courteously and diplomatically with the general public.
19. Valid Missouri driver's license and good driving record.
20. Successful drug screen.
21. Successful physical capacity test.
22. No felony convictions or misdemeanor convictions resulting from felony arrests.
23. Must be at least 18 years of age.

**Work Authorization/Security Clearance**

N/A

## **Equal Employment Opportunity Statement**

The City of Clinton provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, City of Clinton will provide reasonable accommodations for qualified individuals with disabilities.

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **Signatures**

This job description has been approved by all levels of management:

Department Head \_\_\_\_\_

City Administrator \_\_\_\_\_

Employee signature below constitutes employee's understanding and acknowledgment of the requirements, essential functions and duties of the position, and I certify that I can perform these functions.

Employee \_\_\_\_\_ Date \_\_\_\_\_