

Job Title: Aquatics Program Assistant

Department: Community Center

Job Summary: The Aquatic Program Assistant will provide support and assistance for the daily operations of the Excelsior Springs Community Center. This part-time position includes public interaction and sales, recruiting, hiring, training, and scheduling staff. Works directly with pool patrons, program participants and aquatic staff.

Major Duties:

- Ensures quality control, patron service and risk management policies and procedures for the aquatic facilities.
- Enforces facility policies and procedures consistently for staff and patrons.
- Assists with all day to day maintenance involved with operating an aquatic facility (cleaning, pool chemistry, backwashing, etc.).
- Assist with the recruitment, training, and retention of aquatic staff.
- Provides leadership to the planning and delivery of aquatics programming.
- Lifeguards and teaches aquatic courses as necessary.
- Conducts In-service training for aquatic staff.
- Supervises swim lesson program and is assessable during program hours.
- Assists with overseeing water aerobics program and teaches classes when necessary.
- Evaluates aquatics observation and direct contact with participants as well as by written surveys. Determines needs for the aquatic facilities
- Consults and advises the community regarding recreation activities and facilities.
- Responsible for scheduling multiple lifeguards and their subsequent time off.
- Assists with scheduling and administering facility usage
- Performs those activities necessary to insure the safety of participants.
- Assist with the preparation of the aquatics budget.
- Assist with the development and maintenance of the operational manuals for the aquatic center.
- Coordinates and works with other divisions to incorporate system philosophy and policy to promote a rounded and comprehensive department.
- Performs all other related duties as assigned.

Knowledge Required for Position:

- Bachelor's degree or equivalent in Parks and Recreation Administration, Education or a related field required.
- Minimum of two-year's experience, pool operations, lifeguard staff development, and aquatic programming.
- Excellent written, verbal, organizational, and communication skills.
- Skill in using general office equipment.
- Current American Red Cross Lifeguard Certification
- Current American Red Cross first aid and CPR certification
- Current American Red Cross Lifeguard training instructor
- Current American Red Cross WSI certification required.
- Current Water aerobics and/or aqua fit certification.
- Skill in organizing, planning and preparing materials and evaluation goals and objectives.
- Skill in selecting, supervising, and appraising, counseling and discharging personnel. Skills in management and staff development.
- Ability to establish good working relationship with public, subordinates and supervisors. Ability to maintain self-control and composure and set a professional example for the staff and participants. Ability to demonstrate a strong commitment to patron services.
- Ability to understand, analyze and implement ideas and concepts.

Supervisory Controls: The Aquatic Program Assistant assigns work in terms of very general instructions. The Supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

Guidelines: Guidelines include the city employee handbook, county health codes, American Red Cross Lifeguard, CPR, and First Aid training, the city policy and procedures manual, the community center policy and procedures manual, and safety rules.

Complexity: The work consists of varied duties related to providing recreational swimming activities for the citizens of Excelsior. The need to be able to juggle a wide variety of tasks contributes to the complexity of the position.

Scope and Effect: The purpose of this position is to provide recreational swim opportunities, swim lessons, swim exercise classes and additional programs to the citizens of Excelsior Springs and community visitors. Successful performance helps ensure the provision of recreational opportunities and an improved quality of life for the citizens of Excelsior Springs.

Personal Contacts: Contacts are typically with co-workers, representatives of other city departments, school personnel, vendors, representatives of sports associations, and the general public.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, and provide services.

Physical Demands: This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity. The employee distinguishes between shades of color.

Work Environment: The work is typically performed in an office, gym, banquet room, computer room, or outdoors where the employee may be exposed to noise, dust, dirt, grease, machinery, with moving parts, contagious or infectious diseases, irritating chemicals, and cold or inclement weather. The work requires the use of protective devices such as masks, goggles, or gloves.

Supervisory and Management Responsibilities: This position has direct supervision over assigned personnel (Multiple lifeguards, Water Safety Instructors, Water Aerobics Instructors, Etc.).

Grade: TBA