



## AQUATICS COORDINATOR ASSISTANT

DEPARTMENT: PARKS AND RECREATION

**GRADE 15**

### CHARACTERISTICS OF THE CLASS:

Under general supervision of the Aquatic Coordinator, the incumbent is responsible for the safe operation of the aquatic centers and for the safety of its patrons. Work involves exercising preventative safety measures, supervising and instructing swimmers, cleaning and maintaining the pools, water and equipment, and providing aid to swimmers in distress. Work is reviewed through observation for adherence to established policies and procedures.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Observes and supervises activities of swimmers; may be required to instruct swimming and water safety classes; leads special water events/competitions.
2. Aids in the rescue of patrons in the water and administers first aid and/or lifesaving techniques as indicated. Obtains professional aid in case of serious accident or injury.
3. Cleans and maintains pool and surrounding area; check water make up and adjusts pool chemical: maintains recreational facilities and equipment.
4. Ability to maintain, analyze and submit reports pertaining to revenues, chlorine and pH readings, water back-washing, daily maintenance, accidents, rescues and assists, and first aid.
5. Assists in conducting recreational activities and events.
6. Supervises Lifeguards, Swimming Instructors and Senior Lifeguard.
7. Ability to develop and present ongoing educational programs for Lifeguards, Instructors and other personnel.

**NOTE:** The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

## **REQUIREMENTS:**

### **A. Training and Experience:**

High School Diploma or GED; supplemented by two (2) years of experience in recreation programs; or an equivalent combination of training and experience. Must possess a valid American Red Cross Lifeguard Training Certificate, American Red Cross or American Heart Association CPR, and American Red Cross First Aide Card, and an American Red Cross Water Safety Instructor Certificate, as well as a Certified Pool Operator or Aquatics Facility Operator Certificate.

### **B. Knowledge, Abilities and Skills:**

Knowledge of life saving methods and practices.

Knowledge of pool maintenance and proper chemical make up and filtration of pool water.

Ability to make sound, quick independent judgments and to handle persons in emergency or life threatening situations.

Ability to instruct swimming and water safety classes.

Ability to perform rigorous exercises and keep in top physical condition.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to supervise the collection of fees, prepare daily records of receipts and deposits.

### **C. Physical Requirements: 1**

### **D. Environmental Requirements: 3**

### **E. Sensory Requirements: 2,3,6,8,9**