



### **POSITION DESCRIPTION**

**Title:** Assistant Aquatics Site Coordinator  
**Type:** Temporary  
**Pay Range:** Level 4

**Department:** Parks & Recreation  
**FLSA Status:** Non-Exempt  
**Revised:** 04/2019

### **DEFINITION**

Assist the Aquatic Site Coordinator with coordination, supervision, implementation and promotion of the activities at the swimming pool facility, including aquatic classes, lessons, programs, and activities.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Aquatic Site Coordinator and Recreation Supervisor(s). Exercises direct and indirect supervision over assigned seasonal staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Duties include but are not limited to:

- Assist in the coordination, promotion, and implementation of programs, lessons, and activities at the swimming pool facility.
- Assist in the supervision, scheduling, training, and evaluation of staff.
- Assist in or may be delegated the duty of creating work schedules.
- Notify Aquatic Site Coordinator when supplies and materials are needed.
- Ensure facility compliance with health, safety, and occupational standards; enforce departmentally established rules and regulations.
- Inspect and monitor pool and facility maintenance.
- Supervise and instruct a variety of aquatic classes, lessons, and programs, including swimming, lifesaving, and water safety.
- Serve as a lifeguard when required.
- Implement departmental policies and procedures.
- Assist in the coordination and development of facility and activity promotion, including press releases, flyers, pamphlets, and brochures.
- Maintain close contact with community groups regarding program coordination and offerings, especially Mammoth Lakes Swim Team staff and participants.
- Perform related duties as assigned.

### **QUALIFICATIONS**

Knowledge of:

- Pool facilities and the equipment related to aquatic programs.

- Lifesaving, swimming, and water safety techniques and the instruction thereof.
- Pool systems and the operation thereof.
- Principles of supervision and training.
- Occupational hazards and standard safety precautions.

Ability to:

- Coordinate, implement, and promote recreation activities and programs.
- Supervise, train, and evaluate staff.
- Prepare and distribute publicity concerning new or ongoing recreational offerings.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Compile and maintain records; prepare routine reports.
- React with good judgment in emergency situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work an irregular schedule, including mornings, nights, weekends, and holidays.
- Monitor program compliance with related laws and regulations.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade supplemented by specialized courses in recreation or related field.

Experience:

Two years of experience as a Lifeguard/Swim Instructor, including one year of supervisory responsibilities is preferred.

Licenses:

- Current American Red Cross Lifeguard Training, First Aid, and CPR for the Professional Rescuer Certificates.
- Any other certificates which may be legally required.
- Possession of or ability to obtain an appropriate, valid California driver's license.

**TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, and various recreational equipment found at a swimming pool facility.

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

While performing the duties of this job, the employee is frequently required to swim, walk, sit, and talk or hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools or controls; and reach with hands and arms. The employee is frequently required to climb or balance, stoop, kneel, crouch or crawl.

Due to the physical nature of the position, the employee is frequently required to lift up to 20 pounds. The employee must occasionally lift, carry, push, pull, and/or move up to 100 pounds with assistance in order to perform pool rescues when required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

## **WORK ENVIRONMENT**

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to operate motor vehicles and foot pedals, is frequently exposed to machinery, electricity, and heights. The employee may occasionally be required to operate power tools. The employee is frequently exposed to outside weather conditions, which may include extreme hot, cold, windy, and other seasonal conditions. The employee is occasionally exposed to wet and/or humid conditions, and continuously exposed to chemicals and fumes associated with general pool operations, although safety equipment such as face masks are provided. The noise level in the work environment is usually quiet while inside and moderately noisy when in the field.

## **GENERAL**

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

**Received and Reviewed by:**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**