



***Temporary Employee  
Classification***  
Parks & Community Services

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## **Aquatics Assistant**

### Job Task/Duties:

- Develops activity concept and direct implementation.
- Secures activity supplies/materials.
- Assures activity set up and clean up is accomplished.
- Manages the storage of equipment and supplies.
- Facilitates client communication and respond to concerns.
- Acts as City representative in the absence of supervisor.
- Works directly with clients/participants to facilitate smooth operations.
- Interprets policies and procedures for clients.
- Operates as "person-in-charge" of facility and/or activity.
- Prepares and provides shift financial reports as needed.
- Assigns tasks to other staff at Assistant and Aide levels.
- Assists supervisor with staffing, program participation and evaluation.
- Open and close assigned facility.

### Responsibility Level:

- Works independently with minimal indirect supervision.
- Provides both input and recommendations in decision-making process.

### Experience Level:

- Possesses an experienced level of knowledge, skills and abilities in program area.
- Possesses a comprehensive knowledge of all policies and procedures related to program area.
- Experience in emergency procedures and safety protocols.
- May have advanced coursework, certifications and/or licenses for program area.

### Knowledge:

- Activity theory and philosophy.
- Activity/facility protocols.
- Activity equipment and facility care and use policies.
- Principles and practices of accurate money handling.
- City policies and procedures.

Skills:

- Possesses CPR - First Aid certification.
- Provides basic staff training.
- Develops and implements program marketing and promotion materials.
- Determines problems and facilitates solutions.
- Establishes, facilitates and maintains effective working relationships.
- Provides excellent customer service.

Abilities:

- Develops program activities.
- Interacts with clients, staff and outside agencies and contractors.
- Provides leadership and direction for subordinate staff.
- Coordinates resources.
- Uses mature judgment and resolves conflict.
- Ability to work flexible hours.

Special Requirements:

- Possess current American Red Cross certification:
  - Water Safety Instructor Lifeguard Training
  - CPR for the Professional Rescuer
  - All guidelines outlined in Title 22 (may be obtained after employment)
- Extensive competitive swimming experience and/or Safety Training for Coaches
- Ability to demonstrate lifesaving and emergency first aid skills
- Ability to perform all swimming strokes according to American Red Cross standards

ASSIGNMENTS WITHIN AQUATICS ASSISTANT CLASSIFICATION

<b>Division</b>	<b>Program</b>	<b>Assignment</b>	<b>Manager</b>
Leisure Services	Aquatics	Head Swim Coach Assistant/Pool Mgr. Swim Team Coordinator	Spiller