



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Recreation Leader - Aquatics **LAST UPDATED:** 10/03/2013
DEPARTMENT: Parks and Recreation **JOB CLASS:**
REPORTS TO: Aquatic Programmer **FLSA DESIGNATION:** Non-Exempt

Summary: Under general supervision of the Aquatic Programmer, assists in coordinating and leading learn-to-swim programs. This position also supervises the activities of assigned staff and assists in conducting training, ensuring the safety of class participants and assisting with facility operations.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Coordinates and teaches learn-to-swim and water safety courses.
- Leads and conducts parent child and preschool classes by assisting in the development and implementation of various programs.
- Oversees learn-to-swim program activities by ensuring instructors start and end class as scheduled
- Observes instructors to ensure that they are following proper procedures.
- Ensures patron safety by strictly enforcing rules and regulations.
- Performs CPR, Rescue Breathing or First Aid as needed.
- Provides for the health and safety of participants, including ensuring that all teaching and practice areas are free of hazards, and that materials and equipment are safe.
- Informs Aquatic Programmer of unsafe conditions or activity inside and the areas surrounding the facility.
- Informs Aquatic Programmer of needed material and equipment.
- Assists in the maintenance of class attendance and course records.
- Communicates regularly with participants and their parents, as appropriate, to ensure they are aware of course progress.
- Enforce all aquatic facility policies, rules, and regulations.
- Responds to and resolves inquiries and complaints from patrons or parents.
- Helps Maintains records and reports on daily attendance.

Other Important Duties:

- Assists and provides staff coverage in performance of duties.
- Required to participate in in-service training sessions.
- May be required to work nights and weekends.
- Picks up supplies and runs errand as needed.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of customer service practices and techniques.
- Knowledge of money handling policies & procedures.
- Must possess thorough knowledge and application of swimming and water safety skills.

- Ability to adapt teaching techniques to various ages, levels of experience, and abilities of participants so participants can meet course objectives.
- Ability to recognize and respond effectively in emergencies in accordance with facility emergency action plans.
- Knowledge of Red Cross instruction techniques and learn-to-swim levels.
- Knowledge of customer service practices and techniques.
- Knowledge of occupational health and safety regulations and procedures.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in resolving customer complaints and concerns.
- Understanding of facility characteristics, rules, policies, and procedures.

Preferred Education, Experience, and Certifications:

- One (1) year of college level coursework in Recreation or related field, **and** one (1) year recreation planning experience; **or** equivalent combination of education and experience.
- Preference will be given to candidates with a minimum of two (2) years experience or more as a Water Safety Instructor
- Must possess current American Red Cross Water Safety Instructor Certification, First Aid, and Advanced CPR Certifications.
- Must pass a pre-employment drug screening, MVR check, background check and post-offer physical agility exam.
- Must possess valid State of Texas Drivers License.

Environmental Factors and Conditions/Physical Requirements:

- Work may be performed in an indoor or outdoor aquatic environment.
- May be subject to exposure to extreme weather conditions, hazardous chemicals, fumes, infectious diseases, air and water borne pathogens.
- May be subject to extended periods of swimming, bending, reaching, kneeling and lifting such as instructing patrons, administering First Aid or CPR.
- May be subject to working extended or split shifts including mornings, evenings and weekends.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, other standard office equipment, cash register, cleaning supplies, pool safety and rescue equipment, pool filters, pumps, vacuums, sweepers and department vehicles.

Approved By:

Signed by Marcy Jones

 Marcy Jones, Recreation Services Manger

10/03/2013

 Date

 Shannon Allyn, Human Resources Generalist

10/03/2013

 Date