



CHICO AREA RECREATION AND PARK DISTRICT

545 VALLOMBROSA AVE CHICO, CA 95926
(530) 895-4711 FAX (530) 895-4721

Effective: 1/16/18
Revision History:
Reports To: Recreation Supervisor
FLSA/Classification: Non-Exempt / Part Time
Salary Schedule: Range E: \$13.00-14.06

AQUATICS SPECIALIST Job Description

DESCRIPTION

With the general guidance and direction of the Aquatics Coordinator and Recreation Supervisor, the Aquatics Specialist will assist the Aquatics Team with implementation and administration of the aquatics program, which includes the lifeguard services and aquatic recreation programs including swimming lessons, recreational swimming, and teaching safety classes. The Aquatics Specialist position is an hourly, seasonal position limited to working 25 – 35 hours per week for a maximum of 120 days per fiscal year.

ESSENTIAL AND MARGINAL FUNCTIONS: *May include, but are not limited*

- Responsible for supervising Aquatic Staff
- Execute water rescues and emergency assistance to patrons using appropriate life guarding techniques in the event of an accident
- Administer CPR and first aid to patrons using methods in conformance with appropriate standards
- Enforces pool rules and justly establish disciplinary action, while supporting lifeguards in their role of enforcing pool policies and safety rules.
- Trains and supervises staff relative to their aquatic duties
- Coordinates in ensuring safety of patrons in and around the pools and monitoring swimmers
- Ensures that lifeguards and aquatic staff perform in accordance with established safety regulations, policies and procedures
- Keeps the Aquatic Coordinator and Recreation Supervisor informed of status of personnel, programs and maintenance conditions affecting program and pool operations
- Develops in-house training to maintain adequate staffing of qualified and certified seasonal lifeguards, coaches and swim instructors
- Determines staffing levels and adjusts the workforce size and work schedules to assure customers and guests the safest possible aquatic experience.
- Demonstrates and evaluates staffs the ability to perform first aid, CPR, and all water rescue techniques

Marginal Functions:

- Assists in the implementation and coordination of recreation programs
- Acts as a liaison to the public, answers questions and handles customers concerns and complaints
- Correctly prepares mandatory written reports which include, but are not limited to, Incident/Accident Reports, concession reports, staff schedule and swim lesson evaluation
- Assists in hiring, training, scheduling of aquatic staff
- Acts as a replacement or find replacements for schedule gaps for lifeguards and/or swim instructor
- Drive a district vehicle
- Attend meetings, training sessions and assigned programs as required
- May perform shopping duties for the Recreation Division including coordination of orders, purchasing supplies, coding receipts, and distributing goods
- Perform other related duties as assigned

MINIMUM QUALIFICATIONS

- Possession of or ability to obtain a current Lifeguard Training certificate
- Possession of or ability to obtain a current CPR for the Professional Rescuer, (or equivalent)
- Possession of or ability to obtain First Aid for Public Safety Personnel-Title 22 (equivalent or higher)

- MUST be 18 years of age or older and have at least 2 years of college experience
- MUST have a minimum of four (4) years' experience working in an Aquatics Setting, with two (2) of those four years in a supervisory role.
- Possess a valid California Driver's License and be insurable on the District's vehicle liability policy
- Highly desired certification of Lifeguard Instructor Trainer
- Ability to understand and carry out oral and written instructions
- Ability to read and write at a level necessary for acceptable job performance
- Ability to follow CARD regulations and guidelines for emergencies
- Ability to correctly utilize CARD technology and software for daily operational effectiveness
- Ability to be in compliance with and meet background check requirements

PHYSICAL AND MENTAL REQUIREMENTS

Continuous sitting in an outdoor environment with sun exposure; significant work in an outdoor environment with standing and walking required over sometime slippery ground; side-to-side turning of neck; downward and upward flexion of the neck; moderate twisting of upper flexion of the neck; moderate twisting of upper body; occasional lifting and carrying of up to 50 pounds; pinch grasp to manipulate writing utensil; frequent fine finger dexterity and light to moderate finger pressure to manipulate keyboard.

WORKING CONDITIONS

Work performed in an outdoor environment subject to weather conditions, sun exposure, and water exposure. Duties include exposure to recreation-related field noise or street noise. Travel in between sites within a 6 mile radius may be required.

I have reviewed and agree to the job description. I am able to perform the essential functions of this position with or without reasonable accommodation.

EMPLOYEE SIGNATURE: _____ **DATE:** _____

The Chico Area Recreation and Park District is an Equal Opportunity Employer. In compliance with the Americans with Disability Act, Chico Area Recreation & Park District will provide reasonable accommodations to individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

(1) Permanent employees will be required to have a complete medical examination, which will include a test for illegal drugs. This expense will be borne by the District.

(2) Permanent employees will be required to have their fingerprints taken and cleared through the State of California Department of Justice. This expense will be borne by the District.