

Department: Parks, Recreation and Tourism Pay Grade: Part Time
Reports To: Aquatics Programmer FLSA Status: Nonexempt
Last Revised: 10/2009 Last Reviewed: 10/2009

GENERAL STATEMENT OF DUTIES

Performs responsible recreation service work observing and controlling the proper use of aquatic facilities. Follows all protocols established by Ellis & Associates. Ensures a safe aquatic facility while providing a high level of customer service. Supervision is exercised over employees involved in the day to day operations of aquatics programs and services. Ensures that all standards and policies are followed. Ensures State and local health department regulations are met. Does related work as required.

ESSENTIAL JOB FUNCTIONS

- Remains current with required certifications and Ellis lifeguarding license. Completes Ellis Basic leadership training with 30 days of employment.
- Focuses aquatics staff team on customer service and provides and implements high customer service standards.
- Maintains safety and operational standards for aquatics operations according to Ellis and Associate standards. Fills out hourly and bi-hourly pool maintenance checklists and sheets. Ensures facility is clean and safe.
- Recruits, trains, schedules, supervises and evaluates part time, seasonal, and volunteer aquatic staff.
- Evaluates and orders equipment as needed to maintain the quality of the programs and the center.
- Performs routine maintenance on pool equipment and identifies capital equipment and capital maintenance needs for aquatic areas.
- Works with Aquatics Manager and Aquatics Programmer to maintain records of aquatics operations meeting the requirements of State Health Department, County Health Department, OSHA, and Roanoke County Parks, Recreation & Tourism.
- Ensures proper maintenance of pool water balance and sanitation. Tests pool chemicals and maintains proper water chemistry.
- Produces regular communications to customers through e-mails, bulletin boards, newsletters, surveys, and promotional notices.
- Interacts spontaneously with members, guests, and part-time staff at any given time in the facility to model a personal and inviting atmosphere for the facility.
- Follows and enforces E&A Lifeguarding protocols.
- Maintains a safe and secure area by promoting and enforcing facility rules, policies, and procedures.
- Attends and administers monthly staff meetings and in-service training sessions.

POSITION REQUIREMENTS/PREFERENCES

Education Required: Obtain an Ellis and Associates lifeguarding license within first 30 days of employment. Complete Basic leadership Training through Ellis and Associates as appropriate. (center will provide training courses.)

Experience Preferred: Two or more years of lifeguarding experience and some supervisory experience.

Certifications/
Licenses Required: Ellis and Associates lifeguarding license within first 30 days of employment. American Red Cross certifications are acceptable but not

Knowledge, Skills and Abilities

mandatory or transferrable for this position.

- Knowledge of aquatics.
- Observation skills.
- Ability to plan and supervise the work of others.
- Ability to develop and maintain effective working relationships with employees, customers and the general public.
- Effective communication skills both verbally and in writing, to wide variety of staff and customers.
- Ability to multi-task handling high volume of business demands and service requests received each day.
- Ability to have a realistic view of time needed to accomplish assignments and projects and plan accordingly.
- Awareness of risk management issues as related to the delivery of aquatic services.

Additional Requirements

Subject to a complete criminal history and Child Protective Services background search with acceptable results. Good physical condition. Following a conditional offer of employment, must pass a post offer physical examination or test. Must be able to perform the job as described in the Physical and Environmental Demands section of this job description. Must be willing to work a flexible schedule including nights, weekends and some holidays.

Supervisory Responsibilities

Supervise some part time staff

OVERALL PHYSICAL STRENGTH DEMAND

Heavy

Lift and/or exert force up to 50 lbs. frequently, 10 lbs continuously, or insignificant amounts constantly OR requires walking or standing to a significant degree. Able to swim 200 yards, tread water for 2 minutes without use of hands, and must be able to retrieve a brick from a depth of 14 feet of water.

PHYSICAL DEMANDS

C = Continuously 5.5 to 8+ hours daily F = Frequently 2.5 to 5.5 hours daily O = Occasionally Up to 2.5 hours daily R = Rarely Less than 1 hour per week N = Never Never occurs

Code	Physical Demand	Code	Physical Demand
F	Standing	F	Sitting
F	Walking	F	Lifting
O	Carrying	O	Pushing/Pulling
O	Reaching	O	Handling
O	Fine Dexterity	O	Kneeling
F	Crouching	O	Crawling
F	Bending	O	Twisting
O	Climbing	O	Balancing
C	Vision (Appropriate Correction Required)	C	Hearing
C	Talking	O	Foot Controls (driving, operation of equip, etc.)

ENVIRONMENTAL FACTORS

D = Daily W = Several Times Per Week M = Several Times Per Month S = Seasonally R - Rarely N = Never

Code	Health and Safety	Code	Environmental Factors
M	Mechanical Hazards	S	Dirt and Dust
W	Chemical Hazards	S	Extreme Temperatures
M	Electrical Hazards	M	Noise and Vibration
R	Fire Hazards	M	Fumes and Odors
N	Explosives	D	Wetness/Humidity
R	Communicable Diseases	R	Darkness or Poor Lighting
R	Physical Danger or Abuse	D	Other (specify) Underwater Pressure

PRIMARY WORK LOCATION

Indoor and Outdoor Pool, Pump Room, Pool Chemical Rooms.

MACHINES, TOOLS, EQUIPMENT, WORK AIDS

Computers, telephones, office equipment, recreational, fitness and aquatic equipment.

PROTECTIVE EQUIPMENT REQUIRED

As applicable to activities involved.