



City of Batesville
Job Description
Job Title: Assistant Aquatics Coordinator

Exempt (Y/N):

Shift: Full Time

Department: Parks

Supervisor: Aquatics Coordinator

Prepared By: Kenton Scott

Dot Code:

Location: Community/Aquatics Center

Employee Name:

Date: 1-22-2018

Summary: The Batesville Community Center and Aquatics Park is seeking a dedicated and reliable individual for this position. This position will provide the right individual an excellent opportunity to become part of a friendly, team oriented work environment. Under supervision, the candidate will supervise, train, schedule and evaluate the staff assigned to a swimming facility; perform lifeguard and related duties; provide swimming instruction; manage the operation of pools or other swimming facilities; and perform other duties as required.

Major Duties and Responsibilities: Supervise, organize, motivate, assist with hiring, schedule and evaluate the staff; insure that safety standards, sanitary requirements and regulations are enforced; prepare and maintain routine reports on staff and operations; prepare staff schedules; supervise the care and maintenance of swim lesson and lifesaving equipment; inventory equipment and supplies; enforce water safety rules and regulations; perform rescues; perform first aid and resuscitation; act as a liaison between the public, staff, and office personnel; suggest program improvements; supervise routine maintenance; plan and facilitate staff meetings and in-service training; handle registration and general daily functions of an aquatics facility; notify supervisors of disturbances, emergencies and staff performance problems; open and close swimming facilities; assist in the planning, organization, set up and tear down of accommodations for special events and facility rentals, assist supervisors as requested; ability to perform routine chemical checks, balance chemicals, routine maintenance on pool pumps, report any major maintenance issues.

Knowledge, Skills and Abilities: Knowledge of how to communicate with patrons, taking water tests, and all skills related to the required American Red Cross or equally rated (YMCA, Ellis, American Lifeguard) certifications.

- Swimming hazards;
- Lifeguard training techniques;
- First aid and Cardio-pulmonary Resuscitation (CPR);
- Techniques and principles of swimming instruction.
- Some knowledge of supervision and evaluation of staff

Minimum Educational and Training Requirements: Presently in high school, have a high school diploma or GED, one to two years of progressively responsible related experience, or any combination of education, training and experience, which provide the required knowledge, skills and abilities to perform the essential functions of the job. Have up-to-date Lifeguard, CPR/AED and First Aid certifications or be able to achieve certification by start date. Availability to work

days, early mornings, late evenings and weekends; may be required to furnish identification badges, uniforms, and Red Cross training materials.

Physical Requirements: While performing the essential functions of this job, the employee must work outside and stand for extended periods of time, as well as lift heavy objects, if necessary. He/she must be aware and active in emergency situations.

Requirements:

Applicants must be willing to submit to and pass a drug test. Background check will be administered. Ability to lift 25 pound packages on a regular and consistent basis.

Must pass a pre employment screening given by the City of Batesville Parks & Recreation Department.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and city employees. Must be able to read, write and speak the English language.

Working Hours:

The Batesville Community Center and Aquatics Park is looking for variable hours per week. Need to be available for work throughout the week and weekends.

Compensation:

Depending upon experience & qualifications.