



## **RECREATION SPECIALIST – AQUATICS Job Description**

**Department:** Parks & Recreation Department

**Reports To:** Aquatics Manager

**Location:** Recreation Center

**FLSA Status:** Non-Exempt

**Classification:** B22

### **SUMMARY**

Performs various duties associated with implementing and coordinating recreation aquatic youth and adult programs, classes, and activities. Plans, coordinates, and assists with program registration, leisure and recreational aquatic programming, camps, and various outreach programs.

**\*\*This position is safety sensitive and subject to random drug and alcohol testing.**

### **SAFETY RESPONSIBILITIES**

Conducts the following duties, where a momentary lapse of attention can have a disastrous consequence to the employee or the general public:

- Responsible to supervise adults and children in various aquatics programs.
- Responsible to supervise part-time lifeguards and contracted swim instructors.
- Responsible for making split-second decisions to implement the emergency action plan, as it relates to emergencies in or about the Recreation Center.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The statements below are intended to describe the general nature and level of work being performed by individual(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified in this position. The position description is subject to change by the city as the needs of the city and requirements of the position change.*

- Plan, coordinate, maintain and implement aquatic youth and adult programs, classes, and activities in the Recreation Center Natatorium.
- Maintains records and prepares reports and budgets as needed for the successful operation of recreation programs.
- Receives and responds appropriately to citizen inquiries and concerns; routes calls to appropriate City personnel.
- Coordinates and maintains related records and statistics for programs and personnel of the Angleton Recreation Center.
- Acts in the position of lifeguard as deemed necessary at indoor pool.



- Performs pool maintenance, water balancing and chemistry and monitors daily chemical logs and circulation system.
- Enforces the Angleton Recreation Center's rules and regulations to staff and public; document and report all disciplinary problems and accidents to the Parks Director and Recreation Superintendent.
- Maintain a clean facility including but not limited to locker rooms and bathrooms, trash picked up, aquatics area cleanliness.
- Notify supervisor if equipment needs to be repaired.
- Train, oversee, discipline, schedule and conduct the duties of part time lifeguard staff.
- Prepare for and lead monthly in-service training for lifeguard staff
- Performs a variety of miscellaneous office duties such as answering phones, typing, filing, and other duties as assigned.
- Expected to maintain regular required attendance.
- Expected to perform other duties as assigned.

#### **EDUCATION, EXPERIENCE AND TRAINING (Certification/Licensure):**

*The preferred way to obtain the minimum knowledge, skills, and abilities to perform the essential duties and responsibilities of this position are listed below. The city reserves the right to allow substitutions if a candidate or incumbent exceeds requirements in one area but may be deficient in another.*

#### **Education and Experience**

- Bachelor of Science degree in Parks and Recreation, sports management, communication, or related field preferred
- 5 years of experience may be substituted for education.

#### **Special Licenses, Certifications and Designations**

- Valid Texas Drivers' License in good standing
- American Red Cross Lifeguard Training, First Aid, and CPR for the Professional Rescuer with AED, and Pool Operation License or ability to obtain within 6 months of hire date

#### **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

The person in this position is required to Frequently walk, stand, sit, bend, and stoop; use their hands and digits to manipulate objects and operate a personal computer; talk on a phone and radio; listen and hear on a phone and radio, and swim; Occasionally be required to lift and/or move items weighing up to 50 pounds



## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.*

Frequently works damp conditions indoors. Occasionally works outdoors in all weather conditions - – heat, cold, inclement weather; exposed to moderate to high noise levels during normal job duties.

*The City of Angleton is an Equal Opportunity Employer*

