



The Jamestown Parks and Recreation Department is dedicated to providing and preserving the highest quality of parks and program services for our citizens as possible with the resources available.

<b>Job title</b>	<i>Water Safety Instructor Aide</i>
<b>Reports to</b>	<i>Aquatics Supervisor</i>
<b>Salary Range</b>	<i>\$9.00- \$11.00 per hour</i>
<b>Classification</b>	<i>Part-time, Non-Exempt</i>

### Location

This position will be located at the Two Rivers Activity Center (TRAC). TRAC is a state-of-the-art recreation center designed to support health and wellness for all ages. Our cause is to make our community the best place to live and play by providing resources, programs and opportunities that promote health and well-being. Our work focuses on; health and wellness programming, recreational and leisure activities, and youth development.

We value;

- **Community-** We are all in this together.
- **Quality-** We provide an exceptional experience.
- **Integrity-** We act with high ethical standards.
- **Inspiration-** We believe in what we do to make a difference.

### Job Summary

Under the general supervision of the TRAC Aquatics Supervisor, Water Safety Instructor Aides are responsible for providing a safe environment at TRAC aquatics facilities while effectively assisting skill-based instruction as outlined by the American Red Cross.

### Core Competencies

#### Guest Service

- Interacts with guests/families in a warm and friendly way.
- Listens to understand what guests/families have to say.
- Takes immediate action to meet guests/family requests or needs.

#### Safety

- Recognizes safety hazards and takes corrective action; seeking assistance when needed.
- Demonstrates knowledge of operational policies and procedures.
- Performs work safely, without causing harm or risk to self, others or property.

## **Mission and Values**

- Demonstrates personal commitment to the Mission and Values of Jamestown Parks and Recreation and Two Rivers Activity Center.
- Initiates collaboration with others outside of service area.
- Models accountability for learning by sharing knowledge and learning from others.
- Regular and predictable attendance is required.

## **Interpersonal/Communication/Relationships**

- Builds effective working relationships.
- Expresses appreciation to others for their work.
- Treats others with respect.

## **Equipment**

- Demonstrates skill in use of equipment relevant to position; verbalizes knowledge of appropriate safety procedures.
- Identifies equipment problems; seeks out appropriate person to make repairs, consistently informs appropriate person of problems encountered with repairs or calibration of equipment.

## **Essential duties and responsibilities**

Primary duties and responsibilities include, but are not limited to:

- Provide quality instruction to individuals and small groups, as assigned.
- Assist skill-based instruction as outlined by the American Red Cross.
- Maintain accurate attendance and performance records.
- Understand the Learn to Swim program, including swimming levels and skills taught at each level.
- Provide exceptional customer service and create a fun learning atmosphere for students.
- Follow and enforce all facility rules in a firm but positive manner.
- Maintain constant surveillance of members in aquatics facilities; responding immediately and appropriately to secure the safety of members in the event of an emergency.
- Respond to incidents in a professional manner.
- Participate in mandatory in-service trainings each month.
- Keep aquatics area clean and clear of potential safety hazards and immediately informs Aquatic Supervisor or Facility Maintenance Supervisor of any issues or necessary repairs.
- Performs pool setup, breakdown, cleaning and other opening and closing duties as required.
- Ensures the pool is never unattended unless it is empty and all doors are locked.
- Ensure safety of everyone in aquatics area.

### **Qualifications**

- CPR/AED and First Aid Certification (will provide course).
- American Red Cross Water Safety Instructor Aid training (will be provided).

### **Working conditions**

This position will require the attendance at regular team meetings, trainings and special planned events. Applicants should have a flexible schedule as shifts may include nights and/or weekends. Employee maybe on pool deck or in water with extended periods of sitting and/or standing.

All applicants will be subject to a criminal background check.

### **Physical requirements**

Able to communicate effectively with voice in aquatics area during normal and quiet situations. 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 with disabilities to perform the essential functions.

This position also requires the ability to communicate effectively with voice in aquatics area during normal and loud situations.

### **Direct reports**

This position is not responsible for the direct supervision of other staff members.

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<b>Approved by:</b>	<i>Amy Walters, TRAC Facility Manager</i>
<b>Date approved:</b>	<i>February 5, 2018</i>
<b>Reviewed:</b>	