

CITY OF SALINAS

AQUATIC PROGRAM ASSISTANT

BARGAINING UNIT/CLASS CODE:
SMEA / Q12

DEFINITION

Under direction, assist with the hiring, training and supervision of aquatics staff; assist with the organization, implementation and supervision of youth and adult pool programs.

DISTINGUISHING CHARACTERISTICS

This position is a journey level position in the aquatic series and is distinguished from the Aquatics Coordinator by the performance of the less complex activities. Incumbents are expected to be able to perform assigned duties with only occasional instruction or assistance within a relatively short period of time.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Aquatics Coordinator. May exercise functional and technical supervision over temporary/part-time employees.

ESSENTIAL FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Schedule staff for youth and adult pool programs. Assist in hiring, training, supervising and evaluating pool staff. Assist in the organization, implementation and supervision of youth and adult pool programs, including swim meets, classes and aquatic lessons. Assist in the development, interpretation and evaluation of pool rules, class procedures and safety issues. Maintain up-to-date records on program expenditures. Respond to questions from the public concerning pool programs. Review and analyze program evaluation forms issued to participants. Monitor time sheets and process claim payments. Coordinate and oversee volunteer staff. Prepare program correspondence and advertising copy. Deliver pool information and program advertising to sites throughout the city. Organize staff and storage areas. Assist with the development of the pool program budget and collection of revenue. May directly supervise Municipal Pool facility or other facilities as needed. May post and receive registration for pool program. May assist with pool and facility maintenance and preparation. Promote and maintain safety in the work place. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, and push a broom and other manual pool cleaning tools as required. Vision sufficient to detect and distinguish between different colors, read fine print on Material Safety Data Sheets, and visual display terminals; hearing sufficient to conduct conversations occasionally over the noise from groups of people, in-person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, occasionally in crowds of people and for addressing groups; physical agility to swim, push/pull, squat, leap, jump, run for short distances, twist, turn bend stoop, and reach overhead; physical mobility sufficient to swim, and walk about the work environment, control a group of young children, walk on slippery and wet surfaces, physical strength to lift 20 lbs. from the floor and occasionally up to 50 pounds, of boxes containing equipment and pool materials; physical stamina sufficient to swim for several minutes, stand, walk and/or sit for prolonged periods of time; mental acuity to collect, interpret and analyze data, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
AQUATICS PROGRAM ASSISTANT (continued)**

WORKING CONDITIONS

Working conditions are primarily contained within indoor municipal pool, but may include occasional outdoor pool activities for special programs away from the City's pool facility, and occasionally working in an office environment, working outdoors in sun, heat, fog and rain, at night and on weekends and some holidays. Occasionally subjected to long periods of standing and walking while supervising pool activities and programs, and being at least partially submerged in pool water, and occasional exposure to the outdoor elements in a park or recreational environment. Work in and around pool chemicals. Ability to drive a vehicle.

QUALIFICATIONS

Knowledge of:

Recreation-Park Division rules and regulations.

Ability to:

Effectively organize and coordinate large numbers of people and multiple events. Train, coordinate and direct assigned staff. Express initiative and patience in encouraging participation. Understand, interpret, apply and enforce sports program rules and policies. Communicate effectively, both verbally and in writing. Perform basic mathematical calculations. Establish and maintain effective working relationships with a wide variety of individuals. Respond calmly and effectively to emergency situations.

Skills to:

Deal with problems using understanding, tact and patience. Organize aquatic programs. Operation of a personal computer with proficiency using word processing and spreadsheet programs.

License or Certificate:

Possession of a valid California Driver's License, First Aid Certificate, CPR Certificate, Lifeguard Certificate, and Water Safety Instructor Certificate (or equivalent). Lifeguard Instructor Certificate and Certified Pool Operator's Certificate is desirable.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to Bachelors Degree from an accredited college or university with major course work in Recreation Administration or closely related field and one year experience **OR** completion of sixty (60) college semester units and two years of experience in planning, organizing and implementing sports programs.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 7-97, REV: 8-98, REV: 03-06