

RECREATION AIDE/AQUATICS SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for coordinating the operation, maintenance and preparation of a municipal recreation and aquatic program. The incumbent has responsibility for the inventory and purchasing of all recreation and aquatic program equipment and supplies, ensures the safety of staff and patrons by enforcement of rules and regulations as they apply to water safety, recreation rules and performs related office clerical work. It is required that the incumbent be a certified instructor in lifeguarding, water safety, and First Aid including CPR/AED as the job involves the teaching of aquatics and safety certification. Work is performed under the general supervision of the Recreation Planner or Assistant Recreation Planner with leeway allowed for the use of independent judgment. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, coordinates and conducts aquatic programs and activities;
Conducts training sessions for all lifeguards in lifeguarding techniques, first aid, mouth-to-mouth respiration, cardiopulmonary resuscitation and other emergency measures according to American Red Cross requirements and standards;
Instructs and trains individuals in lifeguarding and water safety, issuing certification upon successful completion;
Conducts training sessions for all playground instructors in adult and child First Aid/CPR/AED;
Inventories, requisitions and distributes recreation and aquatic equipment and supplies;
Maintains logs of all recreation program and aquatic program equipment and supplies and prepares inventory report;
Responsible for purchasing of recreation and aquatic equipment as needed;
Enforces impartially all rules, which have been adopted for the safety and wellbeing of patrons and staff;
Instructs lifeguards in the proper use of aquatic equipment;
Inspects recreation program and aquatic program equipment for safety and proper maintenance;
Oversees the family swim program;
Performs office clerical work when required;
Performs receptionist duties when required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of water rescue and safety;

Thorough knowledge of first aid techniques;
Working knowledge of teaching techniques and concepts in the field of swimming and lifesaving;
Working knowledge of planning and administering aquatic programs;
Skill in aquatic lifesaving and rescue techniques;
Ability to teach and instruct aquatic certifications;
Ability to administer first-aid including artificial respiration and CPR/AED;
Ability to secure the cooperation of others;
Ability to enforce rules and regulations firmly and tactfully;
Ability to prepare a variety of reports;
Ability to inventory and requisition equipment and supplies;
Ability to communicate effectively both orally and in writing;
Ability to establish effective working relationships with groups and individuals;
Ability to swim at an advanced level;
Ability to use good powers of observation;
Ability to create and maintain purchasing and inventory records;
Ability to use a variety of office equipment;
Willingness to work a variety of hours, including nights and weekends;
Mental alertness;
Dependability;
Reliability.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma and three years of experience as a lifeguard and one year of experience as an American Red Cross instructor.

SPECIAL REQUIRMENTS:

- A) Possession of a current American Red Cross Cardiopulmonary Resuscitation/AED for the Professional Rescuer certificate or acceptable equivalent certificate recognized by the New York State Department of Health - certification period must not exceed one year; AND
- B) Possession of a current American Red Cross Standard First Aid Certificate or acceptable equivalent certificate recognized by The New York State Department of Health; AND
- C) Possession of a current Lifeguard certification from the American Red Cross or recognized certifying agency acceptable to the New York State Department of Health; AND

- D) Possession of a current Lifeguard Instructor Certificate from the American Red Cross or acceptable equivalent certificate recognized by the New York State Department of Health; AND
- E) Possession of the American Water Safety Instructor Certificate from the American Red Cross or acceptable equivalent certificate recognized by the New York State Department of Health during the probationary period; AND
- F) Possession of the American Water Safety Instructor Trainer Certificate from the American Red Cross or acceptable equivalent certificate recognized by the New York State Department of Health during the probationary period.