

POSITION DESCRIPTION

REC CENTER ASSISTANT DIRECTOR/ PROGRAM COORDINATOR

GENERAL PURPOSE

Employee is responsible for providing safe and effective recreational services to the users of the Recreation Center.

SUPERVISION RECEIVED

Employee works under the direct supervision of the Recreation Center Director and the general supervision of the Department Head assigned to oversee the Recreation Center.

SUPERVISION EXERCISED

Directly supervises all staff in the absence of the Recreation Center Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the safe daily operation of the pool, weight room, and gym.

Assist with coordinating, implementing, and supervising a variety of activities and functions associated with the Recreation Center.

Responsible for all other duties assigned by Recreation Center Director.

Perform lifeguard duties as trained to provide a safe, reliable, and reputable facility for patron use. Model appropriate lifeguard behavior whenever on pool deck.

Work as a team with other staff members to maintain a safe environment.

Promptly respond to (or summon help for), first aid incidents in the proper manner while maintaining vigilance of the pool users.

Recognize potentially dangerous situations and take actions to eliminate any dangers.

Responsible to report hazards and/or unsafe equipment to Recreation Center Director.
Responsible to fill out and submit, to the Rec Center Director, reports for all accidents or incidents.

Notify the Recreation Center Director of any out-of-range readings for chlorine, pH and temperature.

Responsible for identifying, organizing and facilitating additional income generating programs.

Organize and present mandatory in-service trainings for all staff members.

Assist with the maintenance and custodial needs of the pool and entire facility.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE

High School diploma and a minimum of two (2) years supervisory experience.

NECESSARY KNOWLEDGE SKILLS AND ABILITIES

Must have a thorough knowledge and application of preventative lifeguarding.

Must be in good physical condition to accomplish assigned duties.

Must demonstrate a working knowledge of recreational sports, exercise equipment and all aspects of wellness management.

Must have strong interpersonal and leadership skills.

Must be able to provide good surveillance of the pool and be able to properly perform rescue techniques if needed.

Must be able to respond professionally in emergency situations.

Must have good communication skills.

SPECIAL REQUIREMENTS

Must be at least 18 years of age.

Must be certified in Lifeguard Training, CPR, and First Aid. It is the responsibility of the employee to keep certifications current.

WSI and CPO recommended, but not required.

TOOLS AND EQUIPMENT USED

PHYSICAL DEMANDS

The physical demands here are respectively those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to lift or move 50 pounds. Specific vision abilities required for this job include close, distant, color, peripheral vision, depth perception and ability to focus.

WORK ENVIRONMENT

Lighting: natural or fluorescent

Space: open spaces or small spaces for repairs

Temperatures: extreme hot or cold temperatures may be encountered

Flooring: concrete, wood, snow, ice, etc.

Lifting: up to 50 pounds

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.

While performing the duties of this job, the employee is exposed to pool chemicals and cleaning supplies. The employee occasionally works near moving mechanical parts.

The noise level in the work environment is usually moderate to noisy.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interviews, and reference check; job related test may be required.

The job description does not constitute an employment agreement between employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The employee is considered an at will employee.

FUNCTIONAL JOB DESCRIPTIONS

DATE: _____

Position: Assistant Rec Center Director/Special Program Coordinator

Employee Name: _____

Physician Approval: _____

Date Developed: 03/25/05 Revisions: Approved by City Commission on 09/19/2022

PHYSICAL DEMANDS

Note: In terms of an eight hour workday.

ACTIVITY	HOURS AT ONE TIME	TOTAL IN AN 8 HOUR DAY	COMMENTS
Sit	2	6	
Stand	2	2	
Walk	2	2	

Occasionally = 1% - 33% Frequently = 34% - 66% Continuously = 67% - 100%

ACTIVITY	NON E	OCCASION AL	FREQUENT LY	CONTINUOUS LY	COMMENTS
Bend/Stoop		X			
Squat		X			
Crawl		X			
Climb		X			
Reach		X			
Reach above shoulder level		X			
Crouch		X			
Kneel		X			
Balance		X			

Push/Pull		X			
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PHYSICAL DEMANDS

ACTIVITY	MAXIMUM	FREQUENTLY	CONTINUOUSLY	COMMENTS
Carry (pounds)	50 pounds	25 pounds		
Lift (pounds)	50 pounds	25 pounds		

ACTIVITY	RIGHT	LEFT	COMMENTS
Use of foot controls.			.
Simple hand grasping	X	X	
Firm hand grasping	X	X	
Fine manipulating	X	X	Writing pH, etc.

SENSORY PERCEPTIONS

ITEM	YES	NO	COMMENTS
Hearing: Less than 40db loss @ 500 Hz, 1000 Hz, and 2000 Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds, such as when making fine adjustments on machined parts.	X		
Color Perception	X		.
Depth Perception	X		
Less than arm's length work.	X		
70 ° field of vision.	X		
Potential Safety hazard.	X		
Requires protective clothing or personal protective devices.	X		Goggles/safety glasses, gloves for cleaning.

Correctable vision to 20/40 Near/Far	X		
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ESSENTIAL FUNCTIONS

WORKING CONDITIONS	YES	NO	COMMENTS
Worker is subject to inside environmental conditions; protection from weather conditions but not necessarily from temperature changes.	X		
The worker is subject to outside environmental conditions; no effective protection from weather.		X	
The worker is subject to both environmental conditions; activities occur inside and outside.	X		
Worker is subject to extreme cold, temperatures below 32° for periods of more than one hour.		X	
Worker is subject to extreme heat, temperatures above 100° for periods of more than one hour.		X	
Worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.	X		
Worker is subject to vibration; exposure to oscillating movements of the extremities or whole body.		X	
Worker is subject to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on high places, exposure to heat or chemicals.	X		
Worker is subject to atmospheric conditions; one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dusts, mists, gases, or poor ventilation.	X		Chlorine.
Worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.		X	
Worker is subject to scheduled overtime.	X		
Worker is subject to unscheduled overtime.	X		

Worker is subject to emergency situations involving hazards, elements, and limited response time, creating stressful situations.	X		
Worker is subject to night work hours.	X		

MENTAL DEMANDS

MENTAL DEMANDS	YES	NO	INTENSITY/COMMENTS
Public Contact:			
Routine	X		
Complaint	X		
Emergency	X		
Handling Conflict	X		
Handling multiple priorities	X		
Make decisions with limited information.	X		
Make non-routine or unexpected judgments.	X		
Operate in absence of clear expectations or procedures.	X		
Operate under short time frames; deadlines	X		
Serious consequences of error.	X		
Use of tact and diplomacy.	X		
Reasoning:			
Apply procedure	X		
Develop new procedure	X		
Information ordering: arrange things or actions in a certain order.	X		
Visualization: imagining how something will work.	X		
Comparison of letters, numbers, or patterns quickly and accurately.	X		
Communication Skills:			
Develop written communications requiring grammar skills.	X		
Interact with customers on an explanatory basis.	X		
Interact with groups of people.	X		
Math Skills:			
Basic skills of addition, subtraction, and multiplication.	X		
Advanced math skills.		X	
Reading Skills:			
Basic instructions material	X		
Technical information			

JOB DESCRIPTION EMPLOYEE AGREEMENT
for REC CENTER ASSISTANT DIRECTOR AND PROGRAM COORDINATOR

I, _____, have read and understand that the duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from this position if the work is similar, related or a logical assignment to the position.

Employee Signature

Date