



SWIM AIDE
Seasonal Part-Time

Approved _____

A. GENERAL PURPOSE

The Dripping Springs Parks and Community Services Swim Aide's general purpose is to serve as support for and assistant to Swim Instructors at Founders Memorial Park pool.

B. SUPERVISION RECEIVED

Works under the general direction of the Pool Manager and the Parks and Community Services Director.

C. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists with lesson equipment care and material preparation prior to class.
2. Serves as extra set of hands and eyes for swim instructors.
3. Assists with abating student phobia of the water when possible.
4. Follows and enforces all pool policies and duties.
5. Performs routine meeting and greeting of parents and creates a welcome environment.
6. Exercise discretion in dangerous and sensitive situations.
7. Effectively communicates verbally with swimmers, the public, and staff.
8. Performs other duties as directed.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

Education: Some middle school or equivalent and swim team experience preferred.

1. Strong leadership skills.
2. Able to demonstrate basic swimming skills and strokes.
3. Ability to establish and maintain effective working relationships with students, parents, colleagues and pool manager.
4. Ability to kindly connect with students encouraging confidence in the water.

5. Ability to receive direction from swim instructor and pool manager.
6. Ability to work independently and exercise good judgment.
7. Certifications: n/a

E. TOOLS AND EQUIPMENT USED

Pool toys, kick boards, swim noodles, fins, swim paddles, etc.

F. SPECIAL REQUIREMENTS

1. 1st year certified American Red Cross Lifeguards (a bonus but not required).
2. Experience with babysitting or instructing younger siblings a bonus.
3. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms. The employee is required to be a proficient swimmer and have the ability to respond to distressed swimmers in the water.
4. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment and furniture.
5. Minimum Age: 15

G. 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 perform the essential functions if needed. The employee regularly works in outside weather conditions; and has exposure to extreme weather conditions. The employee will regularly work in the pool.

H. WORK HOURS

The Parks and Community Services Swim Aide is a seasonal position. The season begins June 6, 2022 and ends August 12, 2022. Hours will vary based on the business needs of the season, events, or projects. The position will work a varied schedule that fluctuates week to week Monday - Friday, resulting in up to 20 - 25 hours per week. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Pool Manager or Parks and Community Services Director. Any overtime hours performed must be preapproved by the Parks and Community Services Director.

I. SALARY

Compensation range is \$10- \$12 per hour, depending on experience. Pay days are every other Friday, or as otherwise determined by the CITY OF DRIPPING SPRINGS PESRONNEL MANUAL.

J. BENEFITS

As a seasonal employee the employee shall not be eligible for City benefits. Additional direction on benefits is outlined in the CITY OF DRIPPING SPRINGS PERSONNEL MANUAL, as may be modified by the specific employee's offer letter.

K. EQUAL OPPORTUNITY EMPLOYER

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact City Administrator Michelle Fischer at (512) 858-4725.

Please note: This Position Description is not a contract, and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.