

# **AQUATICS ASSOCIATE**

## **Parks, Recreation & Tourism Department**

### **General Statement of Duties**

The Aquatics Associate assist in planning, developing, managing and coordinating city-wide aquatic activities including, but not limited to, teaching and supervising departmental aquatic instruction; maintenance of all aquatic facilities; training aquatic staff; implementing and conducting a diversified aquatics program; and performing other departmental activities as required. Work is conducted under the general supervision of the Aquatics Coordinator and is reviewed through observation, conferences and effectiveness of programs offered.

### **Illustrative Examples of Work**

- Adheres to and enforces department rules and regulations, work methods and procedures.
- Manages, schedules, trains and evaluates aquatic staff and volunteers.
- Coordinates a wide variety Aquatic Fitness and Swimming Programs.
- Plans, coordinates and implements a variety of Special Events.
- Provides revenue producing programs and recommends policies and procedures to minimize expenditures while providing a diversified aquatics program.
- Ensures routine pool maintenance at all aquatic facilities.
- Work is often under unfavorable weather conditions.
- Performs related work as required and assigned.

### **Knowledge, Skills and Abilities**

Strong swimming skills; general knowledge of aquatic, fitness and recreation programming for all populations; ability to work independently with a minimum of supervision; ability to manage time accordingly; ability to deal tactfully and courteously with the public. Applicant must be dependable. Strong customer service and computer experience is desired. Must be able to lift 50 pounds. Night and weekend work is required. Must have the ability to understand and follow oral and written instructions.

### **Minimum Experience and Training**

Bachelor's Degree in Parks and Recreation or related field is preferred or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Previous aquatic experience required. Applicant must possess or the ability to obtain the following certifications: Certified Pool Operator; Aquatic Exercise Instructor; American Red Cross: Lifeguard Training, Lifeguard Training Instructor and Water Safety Instructor. Must possess a valid South Carolina Driver's License or equivalent.