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City of Middletown
Recreation & Community Services Department
Part-Time Employee Job Description

Position Title: Assistant Facility Manager

General Description of Job: Receives Oral and written direction from Aquatics Supervisor. Works as a regular Lifeguard when necessary. Oversees the operation, swimming facility personnel, and activities of assigned swimming facility.

Examples of Duties:

- Enforcement of the rules and regulations governing the conduct of persons utilizing the swimming facility.
- Safeguards against accidents in the water and surrounding areas.
- Acquires proficiency in the execution of rescue and resuscitation procedures as established by the Parks and Recreation Department.
- Performs required duties related to lifeguarding and water safety.
- Familiar with all City Ordinances governing the swimming areas.
- Performs other duties assigned by Aquatics Supervisor.
- Responsible for the supervision of swimming facility personnel in accordance with work schedule.
- Maintains up-to-date records pertaining to facility safety
- Responsible for the supervision of swimming facility personnel
- Reports orally or in writing employee discipline or commendation to Aquatics Supervisor
- Checks lifesaving devices and equipment daily, and submits reports to Aquatics Supervisor immediately regarding defective or broken equipment.
- Responsible for the ongoing training or assigned drills
- Responsible for overseeing the collection and record keeping of swimming fees and attendance. Responsible for making daily deposit of pool money and keeping facility's petty cash.
- Prepares oral and written reports pertaining to swimming facility personnel, equipment and safety regulation.
- Oversees the filling out of all accident reports and submits them to the Aquatics Supervisor
- Reports and problems, unsafe conditions and/or disciplinary actions concerning participants, general public, or facilities to the Aquatics Supervisor
- Responsible for handling emergencies at swimming facility
- Monitor swimming personnel hours, reviews and approves all time cards.

Desirable Minimum Qualifications:

1. Current Red Cross Lifeguard Training certificate.
2. Current Community First Aid and Safety certificate.
3. Current Basic Life Support: CPR for the Professional Rescuer certificate.
4. 17 years of age preferred.
5. Preferred one (1) year experience in an Aquatic Program.

Knowledge, Abilities, and Skills: Must understand lifeguarding and water safety procedures. Must be able to deal with people of all ages and abilities, in accordance with staff manual.

NOTE: The above is an outline only, and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position: Basketball Court Monitors

Evenings 5:30pm – 8:00pm

Purpose:

Support healthy and positive basketball play at the Pat Kidney courts.

Expectations:

- Have hand sanitizer available for players entering the court.
- Encourage physical distancing and mask wearing for those watching; approach groups and ask them to physical distance.
- Enforce clean up after play; players cannot leave trash or items on the court when they are done.
- Promote an atmosphere of community and fun.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

**CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION**

POSITION TITLE: OFFICE EMPLOYEE/BUSSING COORDINATOR

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the appropriate Recreation Supervisor. Uses the Department's computers as requested. Answers the phones, files, services the public, etc. in accordance with Department needs. Coordinates the Department's bussing needs.

EXAMPLES OF DUTIES:

- Answers questions from patrons in the office or on the phone.
- Registers recreation participants, teams, facilities, etc. into the Department's computer system and verifies accuracy.
- Conscientiously uses the computer so as to preserve the integrity of the Department's computer system and participant's privacy.
- Responsible for equipment in the office.
- Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
- Reports any problems or unsafe conditions reported by the public to the proper authority.
- Must have approval from the Recreation Clerk for any purchases.
- Files, processes paperwork, records attendance sheets, etc. as requested by the Recreation Clerk.
- Responds to all public inquiries, complaints, problems, etc. regarding bussing.
- Works with the Bus Company and parents to develop safe, efficient bussing for all Department programs.
- Coordinates drop-off and pick-up addresses for each family.
- Takes future bus routes to the bus company on the Tuesday before each week by noon.
- Receives information from the participants parents regarding bussing changes, processes that information between the Department, bus company and youth programs.
- Evaluates the bussing policies and makes recommendations at the end of the summer for future years.

DESIRABLE MINIMUM QUALIFICATIONS:

- At least 16 years of age
- Interest in computers or office.
- Must have ability to communicate with children, staff, parents, and the public.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Preferred previous office experience
- Over 18 years of age
- Computer Experience

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

**CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION**

POSITION TITLE: Community Based Coach

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Community Based program Coordinator or Recreation Supervisor. Oversees the total operation personnel and activities of basketball program in absence of Coordinator.

EXAMPLES OF DUTIES:

- Develops recreational basketball program in Community Based Program for consideration by the Coordinator.
- Leads special events as directed by the Community Based Program Coordinator.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the Community Based program Coordinator.
- Must have approval from the Community Based program Coordinator for any purchases.
- Fills out accident reports and forwards to Coordinator.
- Evaluates programs, recommends equipment for future years.
- Assumes the responsibilities of the Community Based program Coordinator in their absence.
- Assists in the responsibility of handling emergencies during practice or schedule games.
- Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
- Implements a program of inclusion to insure all children the opportunity to participate in all activities. Adapts games and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years of experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball, games and sports.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Community Based YOUTH PROGRAM COUNSELOR

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Program Coordinator, or Recreation Supervisor in their absence. Organizes and leads activities developed and/or approved by Program Coordinator or Recreation Supervisor.

EXAMPLES OF DUTIES:

- Leads activities, special events, and field trips as directed by the Program Coordinator or Recreation Supervisor in their absence.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Program Coordinator or Recreation Supervisor in their absence.
- Must have approval from Recreation Supervisor for any purchases.
- Fills out accident reports and forwards to Program Coordinator.
- Responsible for other duties as assigned by the Program Coordinator or Recreation Supervisor.

DESIRABLE MINIMUM QUALIFICATIONS:

- At least 16 years of age with an interest in working with children.
- Must have ability to communicate with children, staff, parents, and the public.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must have general knowledge of a variety of games, activities, and sports.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Community Based Program Coordinator

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Superintendent of Recreation. Oversees the total operation, personnel, and activities of the Community Based Recreation Program.

EXAMPLE OF DUTIES:

- Develops recreational activities for children for consideration by Superintendent of Recreation.
- Coordinates special events and field trips as directed by the Superintendent of Recreation.
- Supervises Community Based Recreation Program personnel. Reports orally or in writing to the Superintendent of Recreation, employee discipline or commendation.
- Adheres to Recreation and Community Services the City ordinances.
- Reports any problems unsafe conditions, and/or disciplinary actions concerning participants, the general public or facilities to Superintendent of Recreation.
- Responsible for facilities and equipment assigned to program.
- Must have approval from Superintendent of Recreation for any purchases.
- Submits recommendations for equipment purchases for future years.
- Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
- Responsible for handling emergencies at the programs.
- Evaluates programs, personnel, and facility and emergency procedures.
- Monitors staff hours, reviews and approves all time cards.
- Implements a program of inclusion to ensure all children the opportunity to participate in all activities. Adapts games activities and special events to include children with disabilities.
- Responsible for other such duties as assigned by Superintendent of Recreation.
- Develops recreational activities for children for consideration by Superintendent of Recreation.
- Coordinates special events and field trips and directed by the Superintendent of Recreation.
- Supervises Community Based Recreation Program personnel. Reports orally or in writing to the Superintendent of Recreation, employee discipline or commendation.

- Adheres to Recreation and Community Services Department's policies and procedures, and the City ordinances.
- Reports any problems unsafe conditions, and/or disciplinary actions concerning participants, the general public or facilities to Superintendent of Recreation.
- Responsible for facilities and equipment assigned to program.
- Must have approval from Superintendent of Recreation for any purchases.
- Submits recommendations for equipment purchases for future years.
- Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
- Responsible for handling emergencies at the programs.
- Evaluates programs, personnel, and facility and emergency procedures.
- Monitors staff hours, reviews and approves all time cards.
- Implements a program of inclusion to ensure all children the opportunity to participate in all activities. Adapts games activities and special events to include children with disabilities.
- Responsible for other such duties as assigned by Superintendent of Recreation.

DESIRABLE MINIMUM QUALIFICATIONS:

- College graduate preferred.
- Two (2) years of experience as a Director of a day camp or equivalent.
- Ability to pass CPR and Standard First Aid courses

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of a variety of activities, games and sports.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: COMMUNITY BASED BASKETBALL REFEREE

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Community Based program Coordinator or Recreation Supervisor. Is responsible for control of the basketball game.

EXAMPLES OF DUTIES:

- Assists with recreational basketball program in Community Based Program for consideration by the Coordinator.
- While refereeing is responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the Community Based program Coordinator.
- Must have approval from the Community Based program Coordinator for any purchases.
- Fills out accident reports and forwards to Coordinator.
- Evaluates programs, recommends equipment for future years.
- Assists in the responsibility of handling emergencies during practice or schedule games.
- Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
- Implements a program of inclusion to insure all children the opportunity to participate in all activities. Adapts games and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years of experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball, games and sports.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: COMMUNITY BASED SUPERVISOR

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Community Based program Coordinator or Recreation Supervisor. Oversees the total operation personnel and activities of Field Trip program in absence of Coordinator.

EXAMPLES OF DUTIES:

- Leads special events as directed by the Community Based Program Coordinator.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the Community Based program Coordinator.
- Must have approval from the Community Based program Coordinator for any purchases.
- Fills out accident reports and forwards to Coordinator.
- Evaluates programs, recommends equipment for future years.
- Assumes the responsibilities of the Community Based program Coordinator in their absence.
- Assists in the responsibility of handling emergencies during program.
- Supervises children during program and reports orally or in writing about disciplinary actions.
- Implements a program of inclusion to insure all children the opportunity to participate in all activities. Adapts games and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years of experience at day camp setting.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of recreation, games and sports.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Gate Attendant

General Description of Job: Responsible for controlling admittance by residence and non-residence (i.e. Fishing and boating) to Ron McCutcheon Park (Crystal Lake). In the absence of the Facility Manager receives oral or written direction from Assistant Facility Manager.

Examples of Duties:

- Checks all vehicles for the required City of Middletown sticker.
- If City of Middletown resident does not display a sticker, sends the individual to Recreation and Community Services Office to obtain one.
- Restricts access (i.e. Fishing and Boating) to individuals who are non-resident.
- Reports any problems, unsafe conditions and/or disciplinary problems concerning participants, general public, or facilities to Facility Manager or person in charge as listed above.
- Responsible for daily attendance figures.

Desirable Minimum Qualifications:

At least 18 years of age preferred.

Knowledge, Abilities, and Skills:

- Must be able to deal with people of all ages and abilities, in accordance with staff manual.

NOTE: Above is an outline only, and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: RINK SUPERVISOR

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Recreation Supervisor.
Oversees the total daily operation of the ice rink.

EXAMPLES OF DUTIES:

- Responsible for the management of the ice rink including opening and closing of the facility.
- Responsible for oversight of the admission transactions and accounting of money on site.
- Supervises program personnel. Reports orally or in writing to Recreation Supervisor employee discipline or commendations.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Recreation Supervisor.
- Must have approval from Recreation Supervisor for any purchases.
- Submits recommendations for equipment purchases for future years.
- Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
- Responsible for handling emergencies at the rink.
- Evaluates program, personnel, facility, and emergency procedures.
- Responsible for other such duties as assigned by Recreation Supervisor.
- Monitors staff hours, reviews and approves all time cards.
- Implements a program of inclusion to ensure all members of our community are welcome.
- Maintains a written schedule of physical, occupational, and speech therapists to ensure provision of services.

DESIRABLE MINIMUM QUALIFICATIONS:

- College graduate preferred
- Experience supervising staff and experience with Recreation programs preferred
- Ability to pass CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must have general knowledge of program operations.
- Must have the ability to communicate with members of the public.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Lifeguard

General Description of Job: Receives oral or written direction from Facility Manager. In the absence of the Facility Manager, receives oral or written direction from Assistant Facility Manager.

Responsible for the safety of all swimmers in pool/lake areas.

Examples of Duties:

- Enforcement of the rules and regulations governing the conduct of persons utilizing the swimming facility.
- Safeguards against accidents in the water and surrounding areas.
- Acquires proficiency in the execution of rescue and resuscitation procedures as established by the Recreation and Community Services Department.
- Performs other duties related to lifeguarding and water safety.
- Familiar with all ordinances governing the swimming areas.
- Performs other duties as assigned by Facility Manager or Assistant Facility Manager in their absence.
- In down time, maintains the cleanliness of facility.
- Reports any problems, unsafe conditions, and/or disciplinary actions concerning participants, general public, or facility to Facility Manager, or Assistant Facility Manager in their absence.

Desirable Minimum Qualifications:

- At least 16 years of age preferred.
- Current Red Cross Lifeguard Training certification.
- Current Community First Aid and Safety certification.
- Current Red Cross CPR/AED for the Professional Rescuer certification.

NOTE: The above is an outline only, and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Pool Attendant at Veteran’s Memorial Pool

General Description of Job: Responsible for pool money collection/recording, attendance figure recording, and pool locker rooms (showers, general cleanliness, and supervision). Receives oral or written direction from Facility Manager. In the absence of the Facility Manager receives oral or written direction from Assistant Facility Manager.

Examples of Duties:

- Responsible for the collection of pool fees, and the daily recording of attendance in accordance with established rules.
- Enforces rules and regulations of the assigned areas.
- Responsible for collecting and issuing baskets and wrist tags.
- Reports any problems, unsafe conditions and/or disciplinary actions concerning participants, general public or facilities to the person in charge as specified above.
- Collects and returns all “Lost and Found” items to pool office.
- Performs other duties as assigned by the person in charge as specified above.
- Responsible for the cleaning of the assigned areas.

Desirable Minimum Qualifications:

- At least 16 years of age preferred.

Knowledge, Abilities, and Skills:

- Must understand basic financial accounting techniques
- Must understand methods of enforcing pool regulations.
- Must be able to deal with people of all ages and abilities, in accordance with staff manual.

NOTE: The above is an outline only, and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Skate Gate Attendant Skating Rink

General Description of Job: Responsible for monitoring entrance on and off the rink and ensuring safe activities on the rink. Receives oral or written direction from Ice Rink Supervisor. In the absence of the Ice Rink Supervisory receives oral or written direction from the Recreation Supervisor.

Examples of Duties:

- Enforces rules and regulations of the assigned areas. Complete an accident report for any incidents.
- Responsible for verifying skate bracelets for admittance to rink and monitoring maximum # of skaters on the rink.
- Reports any problems, unsafe conditions and/or disciplinary actions concerning participants, general public or facilities to the person in charge as specified above.
- Addressing any unsafe behaviors on the rink.
- Collects and returns all “Lost and Found” items to office.
- Responsible for the cleaning of assigned area.
- Performs other duties as assigned by the person in charge as specified above.

Desirable Minimum Qualifications:

- At least 16 years of age preferred.
- First Aid Certified.

Knowledge, Abilities, and Skills:

- Must be equipped to enforce rink regulations.
- Must be able to deal with people of all ages and abilities, in accordance with staff manual.

NOTE: The above is an outline only, and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Skate Hut Attendant Skating Rink

General Description of Job: Responsible for monitoring entrance on and off the rink and ensuring safe activities on the rink. Receives oral or written direction from Ice Rink Supervisor. In the absence of the Ice Rink Supervisor, receives oral or written direction from Recreation Supervisor.

Examples of Duties:

- Responsible for the collection of skate and rental fees, and the daily recording of attendance in accordance with established rules.
- Enforces rules and regulations of the assigned areas. Complete an accident report for any incident.
- Responsible for collecting and issuing skate bracelets and monitoring maximum # of skaters on rink.
- Reports any problems, unsafe conditions and/or disciplinary actions concerning participants, general public or facilities to the person in charge as specified above.
- Clean and re-shelf all returned skates.
- Collects and returns all “Lost and Found” items to office.
- Responsible for the cleaning of assigned area.
- Performs other duties as assigned by the person in charge as specified above.

Desirable Minimum Qualifications:

- At least 16 years of age preferred.
- First Aid Certified.

Knowledge, Abilities, and Skills:

- Must be equipped to enforce rink regulations.
- Must be able to deal with people of all ages and abilities, in accordance with staff manual.

NOTE: The above is an outline only, and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Recreation Program Swim Coordinator

General Description of Job: Acts as the general coordinator of all Aquatic activities involving Veteran’s Memorial Pool & Crystal Lake. Receives written direction from Facility Manager or Aquatics Director.

Examples of Duties:

- Maintains up-to-date records of Recreation participants swim abilities and bracelet levels.
- Responsible for the supervision of Recreation Program swim lessons and Recreation Program free swim.
- Performs other duties as assigned by Facility Manager.
- Adheres to all Recreation and Community Services Department’s policies and procedures and City Ordinances.
- Evaluates swimming programs, personnel, and facility and emergency procedures.
- Coordinates all swim lessons and has a biweekly report that is given to all Recreation Program participants.
- Responsible for all buddy checks and testing Program participants’ swim abilities
- Acquires proficiency in the execution of rescue and resuscitation procedures as established by Recreation and Community Services Department.
- Reports any problems, unsafe conditions, and/or disciplinary actions concerning participants to Recreation Program.

Desirable Minimum Qualifications:

- Current Red Cross Lifeguard Training certification
- Current Red Cross Community First Aid and Safety certification
- Current Red Cross Basic Life Support Certification: CPR/AED for Professional Rescuer.
- Preferred current Red Cross Water Safety Instructor certification
- 18 year of age preferred.

Knowledge, Abilities and Skills:

- Must understand lifeguarding and water safety procedures.
- Must be able to deal with people of all ages and abilities, in accordance with staff manual.

NOTE: The above is an outline only and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Program Director: Veterans Pool Summer Swim Team Director

The program director is the highest authority on the swim team. The Director is charged with the task of supervising the program to ensure its operation, development, and success. The Director must be consulted on all major issues regarding the Vet's Pool Summer Swim Team. The Director's responsibilities include but are not limited to:

Managing the team

- In conjunction with Recreation and Community Services supervisors establishing the registration fees and procedure
- Selecting team size and eligibility
- Selecting and dismissing coaching staff as deemed to be in the best interest of the team
- Handling disciplinary issues
- Responding to parental and swimmer concerns
- Maintaining the team's public image and promoting the team
- Ensuring the safety of participants and staff

Structuring the season

- Developing the time frame for both pre-season and regular season with Recreation and Community Services supervisors including the reservation of pool time
- Determining the content, flow, and progression of practices throughout the season
- Scheduling competitive meets
- Directing all league, division, conference, and team relations
- Selecting dates and approving all team activities

Equipment & Facility

- Program Director in conjunction with Recreation and Community Services determines what will be purchased on behalf of the team with the intent of improving the facility, quality of practice, or team environment.
- As Director of the team, the program director determines the use of equipment owned by the swim team.
- The Director may use the name, logo, and all that it entails for promotion or use on equipment.

- During team hours, he may direct aquatics staff on how to best provide for the safety of the swimmers and work with facility supervisors to such ends.

Coaches

- The Program Director is responsible for training and instructing coaches.
- The Program Director has the power to overrule the decision made by an individual coach.
- The director must also approve all time cards.

Compensation

- Compensation is awarded to the Program Director hourly and paid on a bi-weekly schedule for all hours worked for the team.
- The starting salary is \$15.50 per hour and raises are given in accordance with Recreation and Community Services policy.

The program director may delegate any of these duties to members of the staff but the director remains accountable for all outcomes.

The director may take on any other responsibilities if deemed important to the development, continuation, or excellence of the program.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: BASKETBALL REFEREE

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the program coordinator or Recreation Supervisor. The Youth Basketball Referee is responsible for officiating youth basketball games for the Middletown Recreation and Community Services Department.

EXAMPLES OF RESPONSIBILITIES AND DUTIES:

- Referee is responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the program coordinator.
- Fills out accident reports and forwards to Recreation Supervisor.
- Officiate and keep games under control and youth safe.
- Assists in handling emergencies during practices or games.
- Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
- Referee must act professionally and serve as a role model for youth.
- Referees are required to wear referee jerseys while officiating.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years of experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.
- Must be familiar with the rules of basketball.
- Must be able to run for an extended time.
- Must be able to remain calm in a competitive atmosphere.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: YOUTH BASKETBALL SCOREKEEPER

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Program Coordinator or Recreation Supervisor. Is responsible for keeping the basketball score and official book accurate.

Job Description: The Basketball Scorekeeper and Timer will be responsible for the following tasks:

- Arriving half an hour before the first scheduled game to familiarize themselves with the score board controller.
- Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
- Documenting any accident or incident that may occur during the game.
- Cleaning up any trash in the scorekeeper/timer area before leaving the gym.
- Keeping up with the possession arrow throughout the game.
- Reporting the scores of the games and making sure that officials sign the result sheets.
- Signing and submitting a time sheet every two weeks to the Coordinator.
- Keeping time for timeouts and letting the officials know when the time has expired.
- Keeping a good record of the amount of time each player plays throughout the quarter.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with experience in the rules of basketball.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball rules.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Youth Sports Coach

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Program Coordinator or Recreation Supervisor. Coach an assigned group of children and focus on skill development, safety, fair play sportsmanship and fun.

EXAMPLES OF DUTIES:

- Work to establish and improve team unity and spirit.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the Program Coordinator or Recreation Supervisor.
- Fills out accident reports and forwards to Recreation Supervisor.
- Lead by example among team parents to support the responsibilities of the referee and league leadership.
- Assists in the responsibility of handling emergencies during practice or schedule games.
- Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
- Implements a program of inclusion to insure all children the opportunity to participate in all activities. Adapts games and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years of experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball, games and sports.
- Must have the desire to work with children and ability to communicate with children, staff, parents and the public.

- Must have organizational skills, patience, maturity and dependability, sound character, strong morals and ethics.

NOTE: The above is an outline and must not be taken as a complete itemization of duties.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Youth Day Program Director

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Recreation Supervisor. Oversees the total operation, personnel, and activities of the youth day program.

EXAMPLES OF DUTIES:

- Develops Recreation all activities for children at the day program for consideration by the Recreation Supervisor.
- Coordinates special events bussing and field trips as directed by the Recreation Supervisor.
- Supervises program personnel. Reports orally or in writing to Recreation Supervisor employee discipline or commendations.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Division policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Recreation Supervisor.
- Must have approval from Recreation Supervisor for any purchases.
- Submits recommendations for equipment purchases for future years.
- Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
- Responsible for handling emergencies at the program.
- Evaluates program, personnel, facility, and emergency procedures.
- Responsible for other such duties as assigned by Recreation Supervisor.
- Monitors staff hours, reviews and approves all time cards.
- Implements a program of inclusion to ensure all children the opportunity to participate in all activities. Adapts games, activities, and special events to include children with disabilities.
- Maintains a written schedule of physical, occupational, and speech therapists to ensure provision of services.

DESIRABLE MINIMUM QUALIFICATIONS:

- College graduate preferred or two years' experience as an assistant director of a Day Camp or equivalent.
- Ability to pass CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must have general knowledge of a variety of activities, games, and sports.
- Must have the ability to communicate with children, staff, parents, and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Youth Day Program Assistant Director

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Program Director.
Oversees the total operation, personnel, and activities of the program during the absence of Program Director.

EXAMPLES OF DUTIES:

- Develops Recreation all activities for children at the program for consideration by the Program Director & Recreation Supervisor.
- Leads activities, special events, and field trips as directed by the Program Director.
- Responsible for bussing procedures and schedules as assigned by Director.
- Responsible for the facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Division policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to the Program Director.
- Must have approval from the Program Director for any purchases.
- Fills out accident reports and forwards to Program Director.
- Evaluates programs, recommends equipment for future years.
- Responsible for other duties as assigned by the Program Director.
- Assumes the responsibilities of the Program Director in their absence.
- Monitors staff hours, reviews, and approves all time cards in absence of Program Director.
- Assists in the responsibility of handling emergencies at the program.
- Supervises the program personnel in the absence of the Program Director. Reports orally, or in writing, to Recreation Supervisor an employee's discipline or commendation.
- Implements a program of inclusion to ensure all children the opportunity to participate in all activities. Adapts games, activities, and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

- High School graduate with four years' experience as a counselor at a day camp or equivalent.
- Ability to pass CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must have general knowledge of a variety of activities, games, and sports.
- Must have ability to communicate with children, staff, parents, and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Youth Day Program Counselor

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Program Director, or Assistant Director in their absence. Organizes and leads activities developed and/or approved by Program Director or Assistant Director.

EXAMPLES OF DUTIES:

- Develops Recreation all activities for children at the program for consideration by the Program Director and/or Assistant Director.
- Leads activities, special events, and field trips as directed by the Program Director or Assistant Director in their absence.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Division policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Program Director, or Assistant Director in their absence.
- Fills out accident reports and forwards to Program Director.
- Responsible for other duties as assigned by the Program Director.

DESIRABLE MINIMUM QUALIFICATIONS:

- At least 16 years of age with an interest in working with children.
- Applicants must have ability to communicate with children, staff, parents, and the public.
- Applicants that were junior counselors are preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must have general knowledge of a variety of games, activities, and sports.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Paraprofessional

GENERAL DESCRIPTION OF JOB:

- Receives oral and written direction from the Program Director, a Recreation Supervisor, Manager of Recreation and/or Director of Recreation and Community Services.
- Participates with child in activities developed and/or approved by the Program Director, or Assistant Director.
- Is directly responsible for the supervision and safety of the child/children assigned to their care.
- Provides feedback to supervisors concerning needs and programs.

EXAMPLES OF DUTIES:

- Participates with assigned child, in all appropriate activities, special events, and field trips as directed to.
- While participating in activities, is responsible for facilities and equipment assigned to them and the program.
- Adheres to Recreation and Community Services Department policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or general public to the Program Director, Assistant Director or Inclusion Recreation Supervisor.
- Fills out accident reports and forwards to Program Director, ASAP.
- Recommends activities and equipment specific to their child's needs.
- Responsible for all other duties as assigned.
- Serves as "Observer" during Free Swim at Veteran's Pool and/or Crystal Lake.
- Site and/or child(ren) you are responsible for may change, as the site or child's needs change.
- Maybe required to provide physical assistance including lifting, toileting and diapering etc. and any related duties as required.

DESIRABLE MINIMUM QUALIFICATIONS:

- High School graduate

- Two years' experience as a paraprofessional or working directly with children with special needs.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must have ability to communicate with children, staff, parents, and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Camp Nurse

GENERAL DESCRIPTION OF JOB:

The purpose of this position is to provide health care services for participants in the recreation program site and to maintain the health and welfare of participants. The work is performed under the direction of the Recreation Supervisors and Recreation Manager.

EXAMPLES OF DUTIES:

- Collect, prioritize documents and evaluate participant health information while caring for participants in recreational programs and in emergency situations, according to established policy, guidelines and protocols.
- Use the established data collection system in an organized manner.
- Provide health care services for the participants to manage illness, injury and health conditions/problems whether acute, chronic, episodic or emergent.
- Serve as case manager for participants with health needs.
- Document nursing interventions in the appropriate health records according to recreation department policies and procedures.
- Act as a health resource for the recreation division.
- Provide consultation to recreational staff and family members regarding the health and safety of participants and relevant health problems.
- Other responsibilities as determined by the Director of Recreation and Community Services.

Minimum Training:

- Position requires current Connecticut LPN or Registered Nurse License
- Possession of a valid Connecticut driver's license.

Environmental Adaptability:

- Ability to work under generally safe and comfortable conditions where exposure to environmental factors poses a limited risk of injury. May be exposed to illnesses or disease.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Office Clerk

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the appropriate Recreation Supervisor. Uses the Division's computers as requested. Answers the phones, files, services the public, etc. in accordance with Division needs.

EXAMPLES OF DUTIES:

- Answers questions from patrons in the office or on the phone.
- Registers Recreation and Senior participants, teams, facilities, etc. into the Division's computer system and verifies accuracy.
- Conscientiously uses the computer so as to preserve the integrity of the Division's computer system and participant's privacy.
- Responsible for equipment in the office.
- Adheres to Recreation and Community Services Division policies and procedures and City ordinances.
- Reports any problems or unsafe conditions reported by the public to the proper authority.
- Must have approval from the Recreation Clerk for any purchases.
- Files, processes paperwork, records attendance sheets, etc. as requested by the Recreation Clerk.
- Responds to all public inquiries, complaints, problems, etc. regarding bussing.

DESIRABLE MINIMUM QUALIFICATIONS:

- At least 16 years of age with an interest in computers and office work.
- Must have ability to communicate with children, staff, parents, and the public.
- Applicants that were junior counselors are preferred.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Preferred previous office experience
- over the age of 18
- Computer experience in Word, Excel and Publisher.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Outreach Supervisor

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Recreation Supervisor. Oversees the total operation, personnel, and activities of the Outreach Adventures Recreation Program.

EXAMPLE OF DUTIES:

- Develops Recreational activities for children for consideration by Manager of Recreation.
- Coordinates special events and field trips as directed by the Manager of Recreation.
- Supervises Outreach Adventures Recreation Program personnel. Reports orally or in writing to the Manager of Recreation, employee discipline or commendation.
- Adheres to Recreation and Community Services Division's policies and procedures, and the City ordinances.
- Reports any problems unsafe conditions, and/or disciplinary actions concerning participants, the general public or facilities to Manager of Recreation.
- Responsible for facilities and equipment assigned to program.
- Must have approval from Manager of Recreation for any purchases.
- Submits recommendations for equipment purchases for future years.
- Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
- Responsible for handling emergencies at the programs.
- Evaluates programs, personnel, and facility and emergency procedures.
- Monitors staff hours, reviews and approves all time cards.
- Implements a program of inclusion to ensure all children the opportunity to participate in all activities. Adapts games activities and special events to include children of all abilities.
- Responsible for other such duties as assigned by Manager of Recreation.
- Develops Recreation all activities for children for consideration by Manager of Recreation.
- Coordinates special events and field trips as directed by the Manager of Recreation.

- Supervises Outreach Adventures Recreation Program personnel. Reports orally or in writing to the Manager of Recreation, employee discipline or commendation.
- Adheres to Recreation and Community Services Division's policies and procedures, and the City ordinances. Reports any problems unsafe conditions, and/or disciplinary actions concerning participants, the general public or facilities to Manager of Recreation.
- Responsible for facilities and equipment assigned to program.
- Must have approval from Manager of Recreation for any purchases.
- Submits recommendations for equipment purchases for future years.
- Responsible for reviewing accident reports and makes sure accident report procedures are thoroughly carried out.
- Responsible for handling emergencies at the programs.
- Evaluates programs, personnel, facility and emergency procedures.
- Monitors staff hours, reviews and approves all time cards.
- Implements a program of inclusion to ensure all children the opportunity to participate in all activities. Adapts games activities and special events to include children with disabilities.
- Responsible for other such duties as assigned by Manager of Recreation.

DESIRABLE MINIMUM QUALIFICATIONS:

- College graduate preferred. Two years' experience as a Director of a day camp or equivalent.
- Ability to pass CPR and Standard First Aid courses

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of a variety of activities, games and sports.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Outreach Basketball Referee

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from a Recreation Supervisor and is responsible for control of the basketball game.

EXAMPLES OF DUTIES:

- Assists with Recreation all basketball program.
- While refereeing is responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Division's policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to a Recreation Supervisor.
- Must have approval from a Recreation Supervisor for any purchases.
- Fills out accident reports and forwards to a Recreation Supervisor.
- Evaluates programs, recommends equipment for future years.
- Assists in the responsibility of handling emergencies during practice or schedule games.
- Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
- Implements a program of inclusion to insure all children the opportunity to participate in all activities. Adapts games and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years' experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball, games and sports.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Outreach Youth Program Counselor

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Program Director, or Recreation Supervisor in their absence. Organizes and leads activities developed and/or approved by Program Director or Recreation Supervisor.

EXAMPLES OF DUTIES:

- Leads activities, special events, and field trips as directed by the Program Director or Recreation Supervisor in their absence.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Division policies and procedures and City ordinances.
- Reports any problems, unsafe conditions, or disciplinary actions concerning participants or the general public to Program Director or Recreation Supervisor in their absence.
- Must have approval from Recreation Supervisor for any purchases.
- Fills out accident reports and forwards to Program Director.
- Responsible for other duties as assigned by the Program Director or Recreation Supervisor.

DESIRABLE MINIMUM QUALIFICATIONS:

- At least 16 years of age with an interest in working with children.
- Must have ability to communicate with children, staff, parents, and the public.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Must have general knowledge of a variety of games, activities, and sports.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Outreach Coach

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from Recreation Supervisor. Oversees the total operation personnel and activities of basketball program in absence of a Recreation Supervisor.

EXAMPLES OF DUTIES:

- Develops Recreation al basketball program.
- Leads special events as directed by the Recreation Supervisor.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Division’s policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to a Recreation Supervisor.
- Must have approval from a Recreation Supervisor for any purchases.
- Fills out accident reports and forwards to a Recreation Supervisor.
- Evaluates programs, recommends equipment for future years.
- Assumes the responsibilities of a Recreation Supervisor in their absence.
- Assists in the responsibility of handling emergencies during practice or schedule games.
- Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
- Implements a program of inclusion to insure all children the opportunity to participate in all activities. Adapts games and special events to include children of all abilities.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years’ experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball, games and sports.

- Must have the ability to communicate with children, staff, parents and the public.
- Applicants that were junior counselors are preferred.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Swim Director

General Description of Job:

Acts as the general Director of all Aquatic activities involving Veteran’s Memorial Pool & Crystal Lake. Receives written direction from Facility Manager or Aquatics Director.

Examples of Duties:

- Maintains up-to-date records of Recreation participants swim abilities and bracelet levels.
- Responsible for the supervision of Recreation Program swim lessons and Recreation Program free swim.
- Performs other duties as assigned by Facility Manager.
- Adheres to all Recreation and Community Services Division’s policies and procedures and City Ordinances.
- Evaluates swimming programs, personnel, and facility and emergency procedures.
- Coordinates all swim lessons and has a biweekly report that is given to all Recreation Program participants.
- Responsible for all buddy checks and testing Program participants’ swim abilities
- Acquires proficiency in the execution of rescue and resuscitation procedures as established by Recreation and Community Services Division.
- Reports any problems, unsafe conditions, and/or disciplinary actions concerning participants to Recreation Program.

Desirable Minimum Qualifications:

- Current Red Cross Lifeguard Training certification
- Current Red Cross Community First Aid and Safety certification
- Current Red Cross Basic Life Support Certification: CPR/AED for Professional Rescuer.
- Preferred current Red Cross Water Safety Instructor certification
- 18 year of age preferred.

Knowledge, Abilities and Skills:

- Must understand lifeguarding and water safety procedures.

- Must be able to deal with people of all ages and abilities, in accordance with staff manual.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Senior Head Guard

General Description of Job:

Receives oral or written direction from Aquatics Director, Facility Manager or Assistant Facility Manager during Facility Managers absences. Works as a regular lifeguard when working with Facility Manager or Assistant Facility Manger. Oversees the operation, swimming facility personnel, and activities of assigned swimming facility during absence of Facility Manager or Assistant Facility Manger.

Examples of Duties:

- Enforcement of the rules and regulations governing the conduct of persons utilizing the swimming facility.
- Safeguards against accidents in the water and surrounding areas.
- Acquires proficiency in the execution of rescues and resuscitation procedures as established by the Recreation and Community Services Division.
- Performs required duties related to lifesaving and water rescue.
- Adheres to all Recreation and Community Services Division’s policies and procedures and City Ordinances.
- Performs other duties as assigned by Facility Manager.
- Maintains up-to-date records pertaining to facility safety during absence of Facility Manager.
- Responsible for the supervision of swimming facility personnel during absence of Facility Manager.
- Reports orally or in writing employee discipline or commendation to Aquatic Director during absence of Facility Manager.
- Checks lifesaving devices and equipment daily and submits reports to Aquatic Director regarding defective or broken equipment during absence of Facility Manager.
- Performs other duties as assigned by Aquatics Director during absence of Facility Manager or Assistant Facility Manager.
- Responsible for the ongoing training of assigned swimming facility personnel, including emergency rescue, and conducting emergency drills, during absence of Facility Manager.

- Responsible for overseeing the collection and record keeping of swimming fees and attendance during absence of Assistant Facility Manager. Responsible for making the daily deposit of pool money and keeping the facility's petty cash.
- Prepares oral and written reports pertaining to swimming facility personnel, equipment and safety regulation during absence of Facility Manager.
- Oversees the filling out of all accident reports and submits them to the Aquatics Director during absence of Facility Manager.
- Reports and problems, unsafe conditions and/or disciplinary actions concerning participants, general public, or facilities to the Aquatics Director during the absence of the Facility Manager.
- Responsible for handling emergencies at swimming facility during absence of Facility Manager.

Desirable Minimum Qualifications:

- Current Red Cross Lifeguard Training certification.
- Current Red Cross Community First Aid and Safety certification.
- Current Red Cross Basic Life Support: CPR/AED for the Professional Rescuer certification.
- 17 years of age preferred.
- Preferred one year experience in an Aquatics Program.

Knowledge, Abilities, and Skills:

- Through interview and demonstration, must have experience in lifesaving and water safety procedures, as well as facility safety principles and procedures.
- Past experience is evaluated in order to determine ability and knowledge of position.
- Must be able to deal with people of all ages in accordance with staff manual.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Swimming Instructor

General Description of Job:

Receives oral or written direction from Facility Manager and Swim Director. Teaches swimming lessons to general public and/or campers.

Examples of Duties:

- Safeguards against accidents in the water and surrounding areas.
- Performs other duties as assigned by Facility Manager.
- Reports and problems, unsafe conditions, and/or disciplinary actions concerning participants, general public, or facility to Facility Manager.
- Acquires proficiency in the teaching of swimming lessons in accordance with guidance and direction of Facility Manager and Swim Director.

Desirable Minimum Qualifications:

- At least 16 years of age.
- Current Red Cross Lifeguard Training certification.
- Current Red Cross Community First Aid and Safety certification.
- Current Red Cross Basic Life Support: CPR/AED for the Professional Rescuer certification.
- Preferred current Water Safety Instructor certification.
- Preferred one (1) year of swimming instruction experience.

Knowledge, Abilities, and Skills:

- Must understand lifeguarding and water safety procedures.
- Must be able to deal with people of all ages and abilities in accordance with staff manual.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Youth Basketball Referee

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the program coordinator or Recreation Supervisor. The Youth Basketball Referee is responsible for officiating youth basketball games for the Middletown Recreation and Community Services Department.

EXAMPLES OF RESPONSIBILITIES AND DUTIES:

- Referee is responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the program coordinator.
- Fills out accident reports and forwards to Recreation Supervisor.
- Officiate and keep games under control and youth safe.
- Assists in handling emergencies during practices or games.
- Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
- Referee must act professionally and serve as a role model for youth.
- Referees are required to wear referee jerseys while officiating.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) years' experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.
- Must be familiar with the rules of basketball.
- Must be able to run for an extended time.
- Must be able to remain calm in a competitive atmosphere.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Youth Basketball Scorekeeper

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Program Coordinator or Recreation Supervisor.

Is responsible for keeping the basketball score and official book accurate.

Job Description: The Basketball Scorekeeper and Timer will be responsible for the following tasks:

- Arriving half an hour before the first scheduled game to familiarize themselves with the score board controller.
- Recording the rosters in the scorebook and keeping a very clean and accurate account of the game.
- Documenting any accident or incident that may occur during the game.
- Cleaning up any trash in the scorekeeper/timer area before leaving the gym.
- Keeping up with the possession arrow throughout the game.
- Reporting the scores of the games and making sure that officials sign the result sheets.
- Signing and submitting a time sheet every two weeks to the Coordinator.
- Keeping time for timeouts and letting the officials know when the time has expired.
- Keeping a good record of the amount of time each player plays throughout the quarter.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with experience in the rules of basketball.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball rules.
- Must have the ability to communicate with children, staff, parents and the public.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.

CITY OF MIDDLETOWN
RECREATION AND COMMUNITY SERVICES DIVISION
PART-TIME EMPLOYEE JOB DESCRIPTION

Position Title: Youth Sports Coach/Instructor

GENERAL DESCRIPTION OF JOB:

Receives oral and written direction from the Program Coordinator or Recreation Supervisor. Coach an assigned group of children and focus on skill development, safety, fair play sportsmanship and fun.

EXAMPLES OF DUTIES:

- Work to establish and improve team unity and spirit.
- Responsible for facilities and equipment assigned to the program.
- Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
- Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the Program Coordinator or Recreation Supervisor.
- Fills out accident reports and forwards to Recreation Supervisor.
- Lead by example among team parents to support the responsibilities of the referee and league leadership.
- Assists in the responsibility of handling emergencies during practice or schedule games.
- Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
- Implements a program of inclusion to insure all children the opportunity to participate in all activities. Adapts games and special events to include children with disabilities.

DESIRABLE MINIMUM QUALIFICATIONS:

- High school graduate with two (2) year's experience as a coach or referee.
- Ability to pass American Red Cross CPR and Standard First Aid courses.

KNOWLEDGE, ABILITIES AND SKILLS:

- Must have general knowledge of basketball, games and sports.
- Must have the desire to work with children and ability to communicate with children, staff, parents and the public.

- Must have organizational skills, patience, maturity and dependability, sound character, strong morals and ethics.

NOTE: The above is an outline of duties for this position, but is not all inclusive of every detail and duty the position will perform.