

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Assistant Facility Manager

GENERAL DESCRIPTION OF POSITION:

Receives Oral and written direction from Aquatics Supervisor, or their designee. Works as a regular Lifeguard when working with the Facility Manager. Oversees the operation, swimming facility personnel, and activities of assigned swimming facility during absence of Facility Manager.

EXAMPLE OF DUTIES:

1. Enforcement of the rules and regulations governing the conduct of persons utilizing the swimming facility.
2. Safeguards against accidents in the water and surrounding areas.
3. Acquires proficiency in the execution of rescue and resuscitation procedures as established by the Recreation and Community Services Department.
4. Performs required duties related to lifeguarding and water safety.
5. Familiar with all City Ordinances governing the swimming areas.
6. Performs other duties assigned by Aquatics Supervisor, or their designee.
7. Responsible for the supervision of swimming facility personnel during absence of the Facility Manager in accordance with work schedule.
8. Maintains up to date records pertaining to facility safety during absence of Facility Manager.
9. Responsible for the supervision of swimming facility personnel during absence of Facility Manager.
10. Reports orally or in writing employee discipline or commendation to Aquatics Supervisor during absence of Facility Manager.
11. Checks lifesaving devices and equipment daily, and submits reports to Aquatics Supervisor regarding defective or broken equipment during the absence of Facility Manager.

12. Responsible for the ongoing training or assigned drills, during absence of Facility Manager.
13. 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.
14. Prepares oral and written reports pertaining to swimming facility personnel, equipment and safety regulation during absence of Facility Manager.
15. Oversees the filling out of all accident reports and submits them to the Aquatics Supervisor during absence of Facility Manager.
16. Reports and problems, unsafe conditions and/or disciplinary actions concerning participants, general public, or facilities to the Aquatics Supervisor during absence of Facility Manager.
17. Responsible for handling emergencies at swimming facility during absence of Facility Manager.
18. 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/AED 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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Assistant Vets Swim Coach

GENERAL DESCRIPTION OF POSITION: Receives oral and written direction from the Head Swim Coach or Aquatics Supervisor. Coach an assigned group of children and focus on skill development, safety, fair play, sportsmanship, and fun.

EXAMPLES OF DUTIES:

1. Work to establish and improve team unity and spirit.
2. Responsible for facilities and equipment assigned to the program.
3. Adheres to Recreation and Community Services Department's policies and procedures, and city ordinances.
4. Reports any problems, unsafe conditions or disciplinary actions concerning participants or the general public to the Head Swim Coach or Aquatics Supervisor.
5. Fills out accident reports and forwards to Aquatic Supervisor.
6. Lead by example among team parents to support the responsibilities
7. Assists in the responsibility of handling emergencies during practice or schedule games.
8. Supervises children during practice and regular games and reports orally or in writing about disciplinary actions.
9. 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:

1. Current Red Cross Lifeguard Training certificate.
2. Current Community First Aid and Safety certificate.
3. Current Basic Life Support: CPR/AED 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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

<p>CITY OF MIDDLETOWN RECREATION PART-TIME EMPLOYEE JOB DESCRIPTION</p>

POSITION TITLE: Attendant

GENERAL DESCRIPTION OF POSITION:

Responsible for monitoring entrance(s) at any of our Recreational Facilities. Receives oral or written direction from appropriate Recreation Supervisor, or their designee.

Examples of Duties:

1. Enforces rules and regulations of the assigned areas. Complete an accident report for any incidents.
2. Responsible for the collection of fees, if necessary.
3. Responsible for the daily recording of attendance in accordance with established rules (wristbands, bracelets, data entry).
4. Informs and restricts access to any area not permitted.
5. Reports any problems, unsafe conditions and/or disciplinary actions concerning participants, general public, or facilities to the person in charge as specified above.
6. Addresses any unsafe behaviors.
7. Collects and returns all "Lost and Found" items to Recreation Office.
8. Responsible for the cleaning of assigned area.
9. Performs other duties as assigned by the person in charge as specified above.

DESIRABLE MINIMUM QUALIFICATIONS:

1. At least 16 years of age preferred.
2. First Aid Certified.

KNOWLEDGE, ABILITIES AND SKILLS:

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

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Camp Lifeguard

GENERAL DESCRIPTION OF POSITION:

Receives oral or written direction from Aquatics Supervisor, or their designee. Works as a regular lifeguard when working outside of Camp Swim hours. When camp is in session, ensures camp swim is run safely and smoothly adhering to the policies and procedures of relevant facility.

Examples of Duties:

1. Enforcement of the rules and regulations governing the conduct of persons utilizing the swimming facility.
2. Safeguards against accidents in the water and surrounding areas.
3. Acquires proficiency in the execution of rescues and resuscitation procedures as established by the Recreation and Community Services Department.
4. Performs required duties related to lifesaving and water rescue.
5. Adheres to all Recreation and Community Services Department's policies and procedures and City Ordinances.
6. Performs other duties as assigned by Recreation Supervisor, or their designee.
7. Responsible for all buddy checks and testing Program participants' swim abilities
8. Maintains up-to-date records of Recreation participants swim abilities and bracelet levels.

DESIRABLE MINIMUM QUALIFICATIONS:

1. Current Red Cross Lifeguard Training certification.
2. Current Red Cross Community First Aid and Safety certification.
3. Current Red Cross Basic Life Support: CPR/AED for the Professional Rescuer certification.
4. 17 years of age preferred.
5. 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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

<p>CITY OF MIDDLETOWN RECREATION PART-TIME EMPLOYEE JOB DESCRIPTION</p>

POSITION TITLE: Facility Manager

GENERAL DESCRIPTION OF POSITION:

Receives oral and written direction from Aquatics Supervisor, or their designee. Oversees the operation, swimming facility personnel, and activities of assigned facility.

Examples of Duties:

1. Enforcement of the rules and regulations governing the conduct of persons utilizing the swimming facility.
2. Safeguards against accidents in the water and surrounding areas.
3. Acquires proficiency in the execution of rescue and resuscitation procedures as established by the Recreation and Community Services Department.
4. Performs required duties related to lifeguarding and water safety.
5. Adheres to all Recreation and Community Services Department's policies and procedures and City Ordinances.
6. Performs other duties assigned by Aquatics Supervisor, or their designee.
7. Responsible for the supervision of swimming facility personnel during in accordance with work schedule.
8. Maintains up-to-date records pertaining to facility safety.
9. Responsible for the supervision of swimming facility personnel.
10. Reports orally or in writing employee discipline or commendation to Aquatics Supervisor, or their designee.
11. Checks lifesaving devices and equipment daily, and submits reports to Aquatics Supervisor, or their designee, regarding defective or broken equipment.
12. Responsible for the ongoing training of assigned swimming facility personnel, including emergency rescue, and conducting emergency drills.
13. Responsible for overseeing the collection and record keeping of swimming fees and attendance.
14. Prepares oral and written reports pertaining to swimming facility personnel, equipment and safety regulations.
15. Oversees the filling out of all accident reports and submits them to the Aquatics Supervisor, or their designee.

16. Reports and problems, unsafe conditions and/or disciplinary actions concerning participants, general public, or facilities to the Aquatics Supervisor, or their designee.
17. Responsible for handling emergencies at swimming facility.
18. Monitors swimming personnel hours, reviews and approves all time cards.
19. Assists Aquatics Supervisor, or their designee, in the scheduling and assigning of swimming facility personnel in accordance with work schedule.
20. Establishes the location of lifeguards stands and stations with the approval of the Aquatics Supervisor, or their designee, within the facility to facilitate maximum safety.
21. Responds to all public concerns in conjunction with the Aquatics Supervisor, or their designee.
22. Responsible for swim lesson programs and day camp free swim.

DESIRABLE MINIMUM QUALIFICATIONS:

1. Current Red Cross Lifeguard Training Certification.
2. Current Community First Aid and Safety Certification.
3. Current CPR/ AED for the Professional Rescuer Certification.
4. 18 years of age preferred.
5. Preferred three (3) year(s) experience in an Aquatic 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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

<p>CITY OF MIDDLETOWN RECREATION PART-TIME EMPLOYEE JOB DESCRIPTION</p>

POSITION TITLE: Head Swim Coach

GENERAL DESCRIPTION OF POSITION:

The Head Swim Coach is the highest authority on the swim team. The Head Coach is charged with the task of supervising the program to ensure its operation, development, and success. The Head Coach must be consulted on all major issues regarding the Vet's Swim Team.

EXAMPLES OF DUTIES:

1. In conjunction with Recreation and Community Services supervisors establishing the registration fees and procedure
2. Selecting team size and eligibility
3. Selecting and dismissing coaching staff as deemed to be in the best interest of the team
4. Handling disciplinary issues
5. Responding to parental and swimmer concerns
6. Maintaining the team's public image and promoting the team
7. Ensuring the safety of participants and staff
8. Developing the time frame for both pre-season and regular season with Recreation and Community Services supervisors including the reservation of pool time
9. Determining the content, flow, and progression of practices throughout the season
10. Scheduling competitive meets
11. Directing all league, division, conference, and team relations
12. Selecting dates and approving all team activities
13. Head Coach 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.
14. As Head Coach of the team, they determine the use of equipment owned by the swim team.
15. The Head Coach may use the name, logo, and all that it entails for promotion or use on equipment.
16. During team hours, they may direct aquatics staff on how to best provide for the safety of the swimmers and work with facility supervisors to such ends.

17. The Head Coach is responsible for training and instructing coaches.
18. The Head Coach has the power to overrule the decision made by an individual coach.
19. The Head Coach must also approve all time cards.

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

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

DESIRABLE MINIMUM QUALIFICATIONS:

1. Current Red Cross Lifeguard Training certificate.
2. Current Community First Aid and Safety certificate.
3. Current Basic Life Support: CPR/AED for the Professional Rescuer certificate.
4. 21 years of age preferred.
5. Preferred three (3) year(s) experience in Vets Swim Team 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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

<p>CITY OF MIDDLETOWN RECREATION PART-TIME EMPLOYEE JOB DESCRIPTION</p>

POSITION TITLE: Junior Lifeguard

GENERAL DESCRIPTION OF POSITION:

Receives oral or written direction from Facility Manager. In the absence of the Facility Manager, receives oral or written direction from Assistant Facility Manager. Junior Lifeguards will provide additional surveillance for the safety of all swimmers in pool/lake areas. Junior Lifeguards will not be left to guard alone under any circumstance.

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

1. At least 15 years of age required.
2. Current Red Cross Lifeguard Training certification.
3. Current Community First Aid and Safety certification.
4. Current Red Cross CPR/AED for the Professional Rescuer certification.

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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

<p>CITY OF MIDDLETOWN RECREATION PART-TIME EMPLOYEE JOB DESCRIPTION</p>

POSITION TITLE: Lifeguard

GENERAL DESCRIPTION OF POSITION:

Receives oral or written direction from appropriate Recreation Supervisor, or their designee. Responsible for the safety of all swimmers in pool/lake areas.

EXAMPLES OF DUTIES:

1. Enforcement of the rules and regulations governing the conduct of persons utilizing the swimming facility.
2. Safeguards against accidents in the water and surrounding areas.
3. Acquires proficiency in the execution of rescue and resuscitation procedures as established by the Recreation and Community Services Department.
4. Performs other duties related to lifeguarding and water safety.
5. Familiar with all ordinances governing the swimming areas.
6. Performs other duties as assigned by appropriate Recreation Supervisor, or their designee.
7. In down time, maintains the cleanliness of facility.
8. Reports any problems, unsafe conditions, and/or disciplinary actions concerning participants, general public, or facility to appropriate supervisors.

DESIRABLE MINIMUM QUALIFICATIONS:

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

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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Red Cross Instructor

GENERAL DESCRIPTION OF POSITION:

Receives oral or written direction from appropriate Recreation Supervisor, or their designee. Teaches American Red Cross classes to general public and/or Middletown Recreation and Community services staff.

EXAMPLES OF DUTIES:

1. Conducts classes in accordance with Middletown Recreation and Community Services policies
2. Conducts classes in accordance with American Red Cross standards
3. Reports problems, unsafe conditions, and/or disciplinary actions concerning participants, general public, or facility to Recreation Supervisor, or their designee.
4. Maintains proper documentation

Required Qualifications:

1. American Red Cross Instructor certification – for relevant program

KNOWLEDGE, ABILITIES AND SKILLS:

Must understand Middletown Recreation and Community services policies and procedures.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Seasonal Aquatics Supervisor

GENERAL DESCRIPTION OF POSITION:

Acts as the coordinator of all aquatic activities. Receives oral or written direction from Aquatics Supervisor. Handles questions from the public, employee collection of revenue, emergency procedures, practices and policies. Recommends aquatic & safety equipment to be purchased i.e.: First Aid kit supplies & AED's and pads & rescue equipment.

EXAMPLE OF DUTIES:

1. Responsible for the training (emergency procedures, reviewing staff manual, etc.) of all swimming facility personnel.
2. Supervises the swimming facilities, personnel, and programs under his/her assignment. Reports orally, or in writing, to the Aquatics Supervisor, employee discipline or commendations.
3. Makes reports and carries out administrative duties connected with the swimming facilities.
4. Evaluates the swimming programs, personnel, facilities, and emergency procedures.
5. Maintains high standards of operation at the swimming facilities especially with regard to safety, cleanliness, swimming instruction and lifeguard training.
6. Works with the Facilities Managers in scheduling and assigning Lifeguards and Pool/Gate Attendants.
7. Receives and reviews all written and oral reports pertaining to assigned swimming facilities.
8. Performs other duties as assigned by Director, Manager of Recreation or Aquatics Supervisor.
9. Sets and conducts staff meetings to promote communication.
10. Responds to all public concerns regarding aquatic activities.
11. Responsible for reviewing accident reports and makes sure the accident report procedures are thoroughly carried out.
12. Adheres to all Rec. & Community Service Department's policies and procedures, and City Ordinances.
13. Reviews and approves all aquatic personnel time cards.
14. Responsible for year 'round aquatic programming.
15. Monitors equipment and supplies for availability and expiration dates.

DESIRABLE MINIMUM QUALIFICATIONS:

1. Current Red Cross Lifeguard Training certificate.
2. Current Community First Aid and Safety certificate.
3. Current Basic Life Support: CPR/AED for the Professional Rescuer certificate.
4. 21 years of age preferred.
5. Preferred (2) years of increasingly responsible positions in an Aquatic Program.

KNOWLEDGE, ABILITIES AND SKILLS:

Through interview and demonstration, must understand instruction principles, lifeguarding and water safety procedures, methods used in instructing swimming classes, experience in water safety and swimming programs. Past experience is evaluated in order to determine ability and knowledge of position.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

CITY OF MIDDLETOWN RECREATION
PART-TIME EMPLOYEE JOB DESCRIPTION

POSITION TITLE: Swim Coordinator

GENERAL DESCRIPTION OF POSITION:

Acts as the general coordinator of all Aquatic activities, specifically swim lessons at assigned Recreation Facility. Receives written direction from Aquatics Supervisor, or their designee.

EXAMPLES OF DUTIES:

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

DESIRABLE MINIMUM QUALIFICATIONS:

1. Current Red Cross Lifeguard Training certification
2. Current Red Cross Community First Aid and Safety certification
3. Current Red Cross Basic Life Support Certification: CPR/AED for Professional Rescuer.
4. Preferred current Red Cross Water Safety Instructor certification
5. 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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23

<p>CITY OF MIDDLETOWN RECREATION PART-TIME EMPLOYEE JOB DESCRIPTION</p>

POSITION TITLE: Swim Instructor

GENERAL DESCRIPTION OF POSITION:

Receives oral or written direction from appropriate Recreation Supervisor, or their designee. Teaches swimming lessons to general public and/or campers.

EXAMPLES OF DUTIES:

1. Safeguards against accidents in the water and surrounding areas.
2. Performs other duties as assigned by Recreation Supervisor, or their designee.
3. Reports problems, unsafe conditions, and/or disciplinary actions concerning participants, general public, or facility to Recreation Supervisor, or their designee.
4. Acquires proficiency in the teaching of swimming lessons in accordance with guidance and direction of Recreation Supervisor, or their designee.

Desirable Minimum Qualifications:

1. At least 16 years of age preferred.
2. Current Red Cross Lifeguard Training certification.
3. Current Red Cross Community First Aid and Safety certification.
4. Current Red Cross Basic Life Support: CPR/AED for the Professional Rescuer certification.
5. Preferred current Water Safety Instructor certification.
6. 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.

- Other responsibilities as determined by the Manager of Recreation.

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.

Revised 1.5.23