

Shore Aquatic Center Lifeguard

NATURE OF WORK: Under the direction of the Manager, Aquatics Coordinator and Head Guards, Lifeguards serve as first line of safety on the pool deck and in the Aquatic Facility. Lifeguards work a part-time, flexible schedule and adhere to the policies and procedures of the Shore Aquatic Center.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the Lifeguard position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Assist Head Guard in opening the facility in coordination with the Welcome Desk Staff member as assigned - setting up the pool deck for laps swim, classes, any pool rentals within the shifts.
2. Assist in closing the facility in coordination with the Welcome Desk Staff and Head Guard as assigned - ensuring locker rooms have been completely cleared, all lost and found is in bins on deck and all pool exit doors are securely closed. Leaving at same time as Welcome Desk Staff.
3. Correctly and quickly respond to emergencies in and out of the water.
4. Be lifeguard ready at all times. This means wearing appropriate uniform- Females: swimsuit, swim shorts, facility lifeguard shirt, whistle and hip pack. Males: Swim trunks, facility lifeguard shirt, whistle and hip pack.
5. Provide leadership, especially in emergency situations.
6. Keep BOH area clean and prepared for emergencies.
7. In rotation when on the clock performing scanning duties -including identifying potential safety concerns and preventing accidents. Enforce facility rules and educate patrons.
8. Identify risks or potential hazards to Head Guard and/or Aquatics Coordinator.
9. When not on deck, being visible in BOH at First Aid Station.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Lifeguards work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Lifeguards need to be prepared to be wet for extended periods of time

MINIMUM REQUIREMENTS:

- Must be at least 16 years of age.
- Must be certified in the StarGuard Lifeguard Program or comparable Lifeguard Certification

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to work independently with minimal direction.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.
- Ability to complete reports in an accurate and timely manner.
- Pass a lifeguard skills test prior to employment

TO RETAIN STATUS

- Attend all assigned In-services
- Maintain required certifications
- Complete all essential functions of Lifeguard failure to meet essential function or above listed responsibilities will result in loss of position and possible loss of employment.

Shore Aquatic Center

Head Guard

NATURE OF WORK: Under the direction of the Manager and Aquatics Coordinator, Head Guards oversee on deck operations of the Shore Aquatic Center. Responsibilities include supervising staff, ensuring safety, and addressing basic maintenance. Head Guards work a part-time, flexible schedule and adhere to the policies and procedures of the Shore Aquatic Center.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the Head Guard position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Assist Aquatics Coordinator with supervision and management of the on-deck facility. Oversee specific areas of responsibility as assigned by the Aquatics Coordinator.
2. Open the facility in coordination with the Welcome Desk Staff member as assigned - setting up the pool deck for classes, rentals within their shifts, removing vacuum and covers, ensuring pool chemicals are within legal limits, and confirming correct operational standards for the pool mechanical systems.
3. Close the facility in coordination with the Welcome Desk Staff member as assigned - ensuring all doors are locked, vacuum is placed in the pool, sauna is off, locker rooms have been completely cleared, all lost and found is in bins on deck and all pool exit doors are securely closed. Leaving at same time as Welcome Desk Staff.
4. Monitor pool chemicals on a scheduled basis. Replenish chemicals as needed. Close the pool when necessary (per procedure) and facilitate proper clean up of contamination.
5. Provide excellent customer service. Handle complaints, questions, and concerns related to the pool within the scope of responsibility and report them to the Aquatics Coordinator.
6. Provide leadership, especially in emergency situations. Ensure reports are completed and the Manager and Aquatics Coordinator are notified.
7. Keep BOH area clean and prepared for emergencies.
8. Be in rotation when required and perform regular Lifeguard scanning duties - including identifying potential safety concerns and preventing accidents. Enforce facility rules and educate patrons.
9. Head Guards will need to be visible on deck; desk time is limited to filling out reports or completing online certifications reviews.
10. Be prepared to fill in for any position in the absence of other staff (when able). Call in substitute staff when necessary.
11. Fill out facility sheets (chemical log, opening/closing log) correctly and at time requirements.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Head Guards work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Supervisory staff will be working with chemicals on a regular basis, including DE and Chlorine. Head Guards must also possess the ability to continuously maintain physical fitness and perform emergency rescue and lifesaving procedures. Head Guards need to be prepared to be wet for extended periods of time

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age.
- Must be certified in the StarGuard Lifeguard Program or comparable Lifeguard Certification with the ability to “cross-over” prior to start date.
- 1 year of Lifeguard experience (preferred).
- Must successfully complete a pre-hire skills assessment.
- Must have a High School Diploma or equivalent.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Pass lifeguard skills screening test prior to employment or advancement.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of basic computer skills including electronic cash registers.
- Knowledge of risk management of a swimming pool.
- Knowledge of water aerobics and workout routines.
- Ability to instruct swim lessons of all ages and ability levels.
- Ability to work independently with minimal direction.
- Ability to lead staff in the absence of the management staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.
- Ability to complete reports in an accurate and timely manner.

TO RETAIN STATUS

- Attend all Head Guard monthly meetings
- Attend all assigned In-services
- Maintain required certifications
- Complete all essential functions of Head Guard, failure to meet essential function or above listed responsibilities will result in loss of position and possible loss of employment.

Shore Aquatic Center

Party Crew Supervisor

NATURE OF WORK: Under the direction of the Manager, the Party Crew Supervisor oversees the working aspects of the Party Rental areas. Responsibilities include supervising staff, ensuring safety, and addressing basic planning. Party Crew Supervisor work a part-time, flexible schedule and adhere to the policies and procedures of the Shore Aquatic Center.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the Party Supervisor position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Oversees the reservation schedule and materials for party rentals.
2. Updates schedule needs in W2W for Aquatics Coordinator/Manager to fill in staff as needed for Swim Buddies.
3. Opens the party rooms in a timely manner, decorating and setting up games if part of reservation.
4. Picks up or sets up delivery of food for reservations if part of reservation.
5. Schedules Party Crew staff as needed for reservations in Party Room or Rec Side of Facility.
6. May serve as Facility supervisor when large events are taking place, opening and closing facility before and after event.
7. Provides excellent customer service. Handles complaints, questions, and concerns related to the pool within the scope of responsibility and reports them to the Manager.
8. Provides leadership, especially in emergency situations. Ensure reports are completed and the Manager is notified.
9. Keeps Party area clean and prepared for upcoming rentals, removing trash, or refuse.
10. Inventory and orders supplies as needed for party rentals and other items as needed.
11. Keep in correspondence with reservations by phone or email.
12. Be prepared to fill in for Party Crew people in the absence of other staff (when able). Call in substitute staff when necessary.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Party Crew work a part-time flexible schedule where hours may vary, depending on need of the facility reservations and events. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop.

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age.
- Must be certified in CPR/F.A. Lifeguard Certification is preferred
- Must successfully complete a pre-hire skills assessment.
- Must have a High School Diploma or equivalent.
- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of basic computer skills including electronic cash registers.
- Ability to instruct swim lessons of all ages and ability levels.
- Ability to work independently with minimal direction.
- Ability to lead staff in the absence of the management staff.
- Ability to communicate effectively both verbally and in writing.
- Ability to serve the public in a polite and friendly manner.
- Ability to complete reports in an accurate and timely manner.

TO RETAIN STATUS

- Attend all Bi-weekly leadership meetings
- Attend all assigned In-services
- Maintain required certifications
- Complete all essential functions of Party Crew Supervisor, failure to meet essential function or above listed responsibilities will result in loss of position and possible loss of employment.

Shore Aquatic Center

Party Crew

NATURE OF WORK: Under the direction of the Aquatics Manager, Welcome Desk Coordinator and Party Crew Supervisor, Party Crew will provide a quality programming experience for patrons of all ages and abilities at the Shore Aquatic Center. Swim Aides work a part-time, flexible schedule and adhere to policies and procedures of the Pool District.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the Party Crew. This list is not all-inclusive and additional duties may be assigned as needed.

1. Assist in setup and tear down of party rentals
2. Assist in inventory and creation of goody bags for parties.
3. Order day of food for parties that have pre-paid in a timely manner so food will arrive during party.
4. Enforce and educate party participants about facility rules and reasons for them.
5. Communicate with the Head Guard when parties will be swimming during rentals, stay in party room when party group is using swimming pools to ensure patrons personal items are safe.
6. Answer questions related to party rentals including policies and procedures, fees, themes, and general questions in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
7. Attend trainings and staff meetings as assigned.
8. Maintain current certification in FA/CPR
9. Work Special Events as needed.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Party Crew work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Party Crew must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

MINIMUM REQUIREMENTS:

- **Must be at least 15 years of age.**
- Must pass National Adult/Child Abuse records check prior to hire.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of District policy and procedure.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with party attendees of all ages.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to follow and give instructions.

Shore Aquatic Center

Swim Instructor

NATURE OF WORK: Under the direction of the Aquatic Manager, Aquatics Coordinator Swim Instructors will provide quality swimming experience for patrons of all ages and abilities at the Shore Aquatic Center. Swim Instructors work a part-time, flexible schedule and adhere to policies and procedures of the Pool District.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the Swim Instructor position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Lead in teaching a variety of swimming lessons for all ages and abilities.
2. Maintain students' safety during class.
3. Participate in the effective evaluation of each student's progress.
4. Assist in maintaining class rosters and completion of certificates in a timely manner.
5. Enforce and educate students about facility rules and reasons for them.
6. Communicate with the Aquatics Coordinator the need to move students to appropriate levels.
7. Prepare class plan and assemble equipment in advance of each class.
8. Submit all records and reports in a timely manner.
9. Accurately answer questions related to pool programming in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
10. Attend inservice and other trainings as assigned.
11. Maintain current certifications.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Swim Instructors work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Swim Instructors must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

MINIMUM REQUIREMENTS:

- **Must be at least 16 years of age.**
- Must pass National Adult/Child Abuse records check prior to hire.
- **Pass Swim Instructor/Aide pre-test. Float on front and back, swim 50 yds, tread water in dive tank for 2 minutes.**
- Maintain CPR/FA Certification

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of District policy and procedure.
- Knowledge of swimming strokes and the ability to break them down for teaching – preferred.
- Ability to effectively assist in managing a class of 2 to 10 students.
- Ability to prepare detailed lesson plans for a variety of aquatic activities for all ages and capabilities.
- Ability to assess skills for proper lesson placement.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with students of all ages.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.

TO RETAIN STATUS

- Attend all Head Guard monthly meetings
- Attend all assigned In-services
- Maintain required certifications
- Complete all essential functions of Head Guard, failure to meet essential function or above listed responsibilities will result in loss of position and possible loss of employment.

Shore Aquatic Center

Swim Aide

NATURE OF WORK: Under the direction of the Aquatic Manager, Aquatics Coordinator and Swim Instructor, Swim Aides will provide a quality swimming experience for patrons of all ages and abilities at the Shore Aquatic Center. Swim Aides work a part-time, flexible schedule and adhere to policies and procedures of the Pool District.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the Swim Instructor position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Assist in teaching a variety of swimming lessons for all ages and abilities.
2. Swim with kids when scheduled during birthday parties ensuring a safe and fun atmosphere, while also enforcing rules of facility.
3. Maintain students' safety during class.
4. Participate in the effective evaluation of each student's progress.
5. Assist in maintaining class rosters and completion of certificates in a timely manner.
6. Enforce and educate students about facility rules and reasons for them.
7. Communicate with the swim instructor and aquatics coordinator the need to move students to appropriate levels.
8. Assist in planning class and assemble equipment in advance of each class.
9. Submit all records and reports in a timely manner.
10. Accurately answer questions related to pool programming in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
11. Attend inservice and other trainings as assigned.
12. Maintain current certifications.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Swim Aides work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Swim Aides must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

MINIMUM REQUIREMENTS:

- **Must be at least 15 years of age.**
- Must pass National Adult/Child Abuse records check prior to hire.
- **Pass Swim Instructor/Aide pre-test. Float on front and back, swim 50 yards, tread water in dive tank for 2 minutes.**
- Maintain CPR/FA Certification

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of District policy and procedure.
- Knowledge of swimming strokes and the ability to break them down for teaching – preferred.
- Ability to effectively assist in managing a class of 2 to 10 students.
- Ability to prepare detailed lesson plans for a variety of aquatic activities for all ages and capabilities.
- Ability to assess skills for proper lesson placement.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with students of all ages.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.

Shore Aquatic Center

Water Aerobic Instructor

NATURE OF WORK: Under the direction of the Manager and Aquatics Coordinator, Water Aerobics Instructors provide quality exercise classes for patrons of all ages and abilities at the Shore Aquatic Center. Water Aerobics Instructors work a part time, flexible schedule and adhere to policies and procedures of the Pool District.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of Water Aerobics Instructors. This list is not all-inclusive and additional duties may be assigned as needed.

1. Teach a variety of water exercise classes for a range of ages and abilities.
2. Effectively teach a well-structured class and give alternative moves when needed.
3. Enforce and educate students about facility rules and reasons for them.
4. Communicate with staff the need for further assistance or equipment.
5. Submit all records and reports in a timely manner.
6. Accurately answer questions related to pool programming in a pleasant manner. Redirect complaints and concerns to the supervisor on duty.
7. Set up and put away equipment used for classes, including moving lane lines, and ADA acceptable stairs.
8. Attend inservice and other trainings.
9. Maintain current certifications.
10. Fill in as needed for fellow instructors.
11. Use online scheduling software to know work schedule, put in time off requests, and pick up available shifts.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Aerobics Instructors work a part-time flexible schedule where hours may vary, depending on need of the facility. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop. Aerobics Instructors must also possess the ability to continuously maintain physical fitness and be prepared to be wet for extended periods of time.

MINIMUM REQUIREMENTS:

- Must be at least 18 years of age.
- Certification from the AEA, Arthritis Foundation, or another recognized organization preferred.
- Must pass National Background screening including Child Abuse records check prior to hire.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of water exercise technique and principles.
- Ability to effectively manage a class of multiple students.
- Ability to communicate effectively both verbally and in writing.
- Ability to follow and give instructions, as well as work independently with minimal direction.
- Ability to establish and maintain effective working relationships with co-workers.
- Ability to serve the public in a polite and friendly manner.
- CPR/F.A. Certification

TO RETAIN STATUS

- Attend all Aerobics Quarterly Meetings/Inservice's
- Maintain required certifications
- Complete all essential functions of Aerobics Instructor; failure to comply with essential functions of position could result in loss of employment.

Shore Aquatic Center SPARK Squad Leader

NATURE OF WORK: Under the direction of the Shore Aquatic Center Manager and SPARK Squad Coordinator, SPARK leader(s) will provide quality after school programming for youth in grades K-6. Spark Squad Leaders work a part-time, flexible schedule and adhere to policies and procedures of the Shore Park District.

ESSENTIAL FUNCTIONS: The following duties are the main responsibilities of the SPARK Squad leader position. This list is not all-inclusive and additional duties may be assigned as needed.

1. Lead and/or assist in teaching a variety of lessons and activities for all range of ages and abilities.
2. Maintain students' safety during afterschool care.
3. Be a proactive participant as a leader when not leading activities or lessons.
4. Assist in maintaining class rosters and parent's updates, citations, and brag slips.
5. Enforce and educate students about facility rules and reasons for them.
6. Communicate with the SPARK Coordinator about issues with participants and other staff.
7. Be able to assemble equipment in advance of each lesson or class.
8. Accurately answer questions related to SPARK Squad programming, answering parent questions, and give out information about upcoming events. Redirect serious complaints and concerns to the supervisor on duty.
9. Attend inservice and other trainings as assigned.
10. Maintain current certifications in CPR/F.A.

WORKING CONDITIONS & PHYSICAL DEMANDS:

SPARK Leaders work a part-time flexible schedule where hours may vary, depending on need of the program. Work requires a normal range of vision and hearing, and the ability to lift in excess of 50 lbs, bend, and stoop.

MINIMUM REQUIREMENTS:

- **Must be at least 16 years of age.**
- Must pass National Adult/Child Abuse records check prior to hire.
- Available 2-6 p.m. M,W-F during school year. 1:30-6 Tu
- For Emergency Services day camp and Summer Camp, must be available for either 8:30am-1pm or 1-5:30pm shift Mon-Fri.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of District policy and procedure.
- Ability to effectively assist in managing a class of 5 to 10 students.
- Ability to prepare detailed lesson plans for a variety of programming activities for all ages and capabilities.
- Ability to communicate effectively both verbally and in writing.
- Ability to be enthusiastic, positive, and maintain a good rapport with students of all ages.
- Ability to establish and maintain effective working relationships with co-workers and serve the public in a polite and friendly manner.
- Ability to prepare and maintain records in an accurate and timely manner.
- Ability to follow and give instructions.
- Serve as a role model to youth and fellow co-workers.