

CITY OF LEWISTON

Job Description

Job Title: Aquatic Aide
Division: Recreation
Reports to: Aquatics Director
FLSA Status: Non-Exempt
Class/Grade: N/A
Bargaining Unit: N/A

Summary:

Aquatic Aides work at Kennedy Park Pool during the summer. This is a technical position requiring the skills of a non-certified lifeguard. The position requires direct and considerable routine participant contact. Work performed is closely supervised, and independent in nature requiring constant attention to the health and safety of other personnel and program participants, while in and around the pool and Aquatic facility.

Desirable experience and training:

Aquatic Aides should be at least 14 years of age. Experience working with the public preferred but not required. Aquatic Aides should also possess the following traits: dependable, considerate, flexible, sense of humor, and a great work ethic.

Aquatic Aide Duties:

- 1 Be familiar with, and in compliance with, all of the information in the staff handbook.
- 2 Attend all staff meetings and training sessions, as well as complete all required trainings.
- 3 Check in participants daily, and assist with new pool registrations.
- 4 Monitor the pool house and assist with maintenance.
- 5 Ensure all environments, in which he/she supervises the public, are safe.
- 6 Report any accidents, injuries, and incidences to the Aquatics Director and immediately fill out appropriate paperwork.
- 7 Follow Emergency Action Plan.
- 8 Adhere to duties and responsibilities assigned to you by the Senior Staff and Recreation Supervisor.
- 9 Be accountable for equipment and use it in an appropriate manner.
- 10 Bring and suspicions of abuse or neglect of a child who attends camp to the attention of the Aquatics Director.
- 11 Complete opening/closing duties as assigned.
- 12 Be a positive role model.
- 13 Greet pool visitors with a smile.

Responsibility and Supervisory Relationships:

Aquatic Aides report directly to the Aquatics Director, and ultimately report to the Director of Recreation.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently requires to stand, walk, sit, use hands to finger, handle or feel and reach with hands and arms. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities include close and distant vision, color, peripheral and depth perception and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of this work environment is usually moderate to loud.

Certifications, Licenses, Registrations:

CPR Certification is helpful, but not required.

Education and/or Experience:

Experience working with the public desired, but not mandatory. Must be 14+ and have reliable transportation.