

Part-time Pool Office

General Purpose:

Performs a variety of routine administrative and shift supervisory duties as needed to maintain the shift operations and services of the city aquatic facility.

Qualifications:

- 1- Basic mathematics related to cashiering and changing money; book keeping and accounting; processing receipts, including revenues; and knowledge of proper handling of cash receipts.
- 2- Ability to establish and maintain effective working relationships with employees and youth, and communicate effectively; both verbally and in writing.
- 3- Ability to use a computer program to register participants for events and membership passes.
- 4- Must keep a record of what is sold, current inventory and be responsible for ordering what is needed for classes and seasons.

Other Desirable Qualities:

1. Be friendly, cooperative, organized and responsible.
2. Be prepared to handle an upset person.
3. Be able to administer first aid and know what to do in an emergency.
4. Be aware of things the Pool Manager should know about and look for ways of improving the office.

Supervision received:

Works under Aquatic Center Manager.

Swim Coach (for our city Swim Teams)

General Purpose:

Teach and encourage swimmers of all ages to do their best and continually improve their strokes as well as set up swim meet schedules.

Qualifications:

1. Ability to teach and train "age group" youth swimmers to become competitive swimmers.
2. Good knowledge and experience of all competitive swim strokes, turns, dives, breathing, etc.
3. Good knowledge of the Age Group Swim Team Program.
4. Intuitive ability to both handle and use the youth parents in this program.

Other Desirable Abilities:

1. Strong personal background and participation in competitive swimming.
2. Strong desire to help youth be successful or do their very BEST.
3. Ability to both develop and provide a strong and successful aquatic program.
4. Strong desire to help youth be good winners and losers and just do their BEST.

Swim Instructors

Qualifications:

1. An experienced and strong swimmer.
2. Have taken or is taking (Red Cross, YMCA, college, etc. training in teaching swimming to others, and the ability to provide proof of certification.

3. Skill in all basic strokes and elementary diving.
4. A strong desire to teach others to swim.
5. Leadership ability and skill.
6. Natural gift for teaching and working with children and adults.

Other Desirable Traits:

1. Willingness to take additional classes on teaching swimming.
2. Ability to use and direct volunteer helpers.
3. Willing to meet with other instructors and share different ways of teaching swim skills or helping class to learn or do a new water skill or water stunt.
4. Has a very positive attitude in teaching and giving praise on each student's advancement.
5. "Love" teaching others to swim well.

Life Guards

Qualifications:

1. Has successfully passed (or is currently taking) "Senior Life Saving" class – Red Cross, YMCA or college).
2. Has "physical strength" to handle all "pool problems."
3. Swimming endurance.
4. Has the ability to take control of any pool emergency or pool use problem.
5. Has natural ability to be a leader of both children and adults.
6. Has the ability and desire to suggest various fun and worthwhile water activities, games, mini swim contests, etc.

Other Desirable Traits & Duties:

1. Doing "Swim Center" Public Relations work by encouraging children and adults to use the Aquatic Center regularly and buy discount admission cards, take additional classes or join a swim team.
2. Properly and in a friendly manner enforce all Pool Rules and Procedures.
3. Has a positive and supportive attitude.
4. Be available and willing to work overtime if needed.
5. Encourage all to be friendly and helpful and keep Aquatic Center clean.
6. Has a strong desire to meet and get to know all pool users and spectators. Be naturally interested in others and remember them, try to learn their names. Be a friend to all.
7. Be on the look-out for (a) friendly, skilled volunteer helpers, (b) swim class students, (c) swim team members. Promote classes, clubs & programs.