City of Bellingham
Classification Specification

CLASS TITLE	**Aquatic Leader I/II**
DEPARTMENT	**Parks And Recreation**
UNION:	**1937**
SG:	**102/103**
CS:	**Y**
FLSA:	**Y**
EE04CODE|SOC:	**SW|33-9092**

NATURE OF WORK:

Performs a variety of duties in aquatic recreation including public interaction with pool patrons and students, providing customer service, team leadership, lifeguarding, swimming and aerobic instruction, first aid, and general aquatic facility custodial services. May be responsible for facility supervision at the Aquatic Center and City-owned beaches in the absence of full-time staff and the Aquatic Program Leader.

DISTINGUISHING CHARACTERISTICS:

The Aquatic Leader I classification is distinguished from the Aquatic Lifeguard position by the Aquatic Leader I's ability to lead swimming instruction in addition to performing lifeguard functions.

The Aquatic Leader I classification is distinguished from the Aquatic Leader II position by the Aquatic Leader II's greater experience in providing Water Safety Instruction and achievement of certification requirements.

Incumbents in the Aquatic Leader I position will move to Aquatic Leader II in a non-competitive promotion upon meeting the established age requirements, successfully obtaining the required American Red Cross certifications, completing a total of six months lifeguarding experience and a minimum six months experience instructing Learn to Swim classes.

The Aquatic Program Leader classification is distinguished from the Aquatic Leader I/II classification by the Aquatic Program Leader's responsibility for supporting the planning, promoting, and implementing of aquatic programs and activities which may include serving as a lead for the designated program or activities.

SUPERVISORY RELATIONSHIPS:

Reports to Aquatics Manager. Receives daily direction and supervision from the Aquatics Supervisor. Works under close supervision and the guidance of applicable federal, state and local statutes, regulations, City policy and procedures and specific policies and procedures of assigned area.

The Aquatic Leader I/II may provide training to temporary and regular non-benefited staff. Leads work of regular non-benefited staff, in the absence of full-time staff.

ESSENTIAL FUNCTIONS:

1. Lifeguards facility, program and patrons, identifying potential safety concerns and preventing accidents. Provides lifesaving measures including, first aid, and CPR when necessary.

2. Leads high-quality swim lessons, American Red Cross training courses, and aerobic classes to all levels and age groups.

3. Ensures that all areas of the facilities are limited to authorized users. Recognizes and acts immediately to address inappropriate and unsafe behavior. Responds to safety or security situations and contacts appropriate staff, law enforcement, or other emergency personnel as appropriate.

4. Cleans locker rooms, staff areas, beaches, and natatorium. Conducts chemical tests and sanitizes facilities after contamination incidents.

5. Attends monthly in-service trainings and assists with those trainings as needed.

6. Completes all paperwork related to swim lessons, lifeguarding duties, and other assigned duties.

7. Provides supervision of the facility and leads staff in the absence of the Aquatics Manager, Aquatic Supervisor, Recreation Coordinators, and Aquatic Program Leader.

ADDITIONAL WORK PERFORMED:

1. May assist Aquatic Program Leader, Recreation Coordinators, or Aquatic Supervisor with planning programs and activities.

2. Performs other related work of a similar nature and level.

3. May assist with training and evaluating temporary and regular non-benefited staff.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and, Abilities):

Knowledge of:

- Aquatics safety practices including stabilization and first aid methods.
- Swim and water aerobic instruction techniques and/or tools used in recreation program area.
- Basic pool chemistry.

Skill in:

- Interpersonal communication to work with and motivate program participants and staff.
- General methods of training and leading other staff.
- Analyzing chemical tests.

Ability to:

- Provide quality instruction and leadership to participants of all ages, experience levels, and capabilities who are involved in aquatics programs.
- Working effectively as a part of a team or independently.
- Work with members of the public of all ages and abilities.
- Adapt to dynamic and changing situations.
- Remain alert and maintain a high level of awareness of surroundings at all times.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job including:
    - Meet standards required for American Red Cross Pre-test for Lifeguarding and Waterfront certifications
    - Meet department standards required for Aquatics Practice Assessment.
    - Frequently remain stationary for long periods of time; ability to sit or stand for extended periods of time, ability to kneel, crouch, or bend at the waist to conduct tests or lift patrons.
    - Frequently lift and move heavy objects up to 50 lbs., and occasionally transport weights of up to approximately 100lbs.
    - Hear, communicate, and see sufficiently to receive and provide instructions in a noisy fast-paced environment while meeting mandated safety standards.
    - Operate pool maintenance equipment of varying weight, lengths, and width and aid distressed swimmers of varying sizes.
    - Occasionally travel between indoor and outdoor locations; ability to be exposed to outdoor weather conditions for extended periods of time.

WORKING ENVIRONMENT:

Work is performed year-round in a humid indoor Aquatics Center and outdoors during the summer months at City-owned beaches. Employees often walk on wet or slick surfaces around pool area and waterfront areas. Frequently interacts with the public in the field, which may include exposure to hostile, offensive language, or interactions with angry or volatile individuals. Frequent exposure to pool chemicals and cleaning agents. Occasional exposure to hazardous materials such as blood. General safety precautions are taken into consideration for the majority of these hazards. Exposed to outside weather conditions.

EXPERIENCE AND TRAINING REQUIREMENTS:

Aquatics Leader I

- Must be at least 16 years of age.
- Minimum of 3 months lifeguarding experience.
- Minimum of 3 months experience supporting Learn to Swim.
- Demonstrated ability communicating and working effectively with patrons of all ages.
- Customer Service experience preferred.

Aquatics Leader II

- Must be at least 18 years of age.
- Minimum of 6 months lifeguarding experience.
- Minimum of 6 months experience instructing American Red Cross training courses such as Water Safety.
- Water Aerobics Instruction experience preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Must pass a pre-employment skills test, including but not limited to:
  - American Red Cross Pre-test for Lifeguarding and Waterfront Certification
- Must pass pre-employment drug screen prior to hire.
- Must be willing to work a flexible schedule including evenings and weekends with a minimum availability of 1 shift per week.

Aquatics Leader I

- Current Lifeguarding American Red Cross certification.
  - First Aid
  - CPR/AED for the Professional Rescuers
- Must obtain within two weeks the following American Red Cross certifications and maintain throughout duration of employment:
  - Administering Emergency Oxygen
  - Bloodborne Pathogens Training
- Water Safety and Lifeguard Training Instructor Certifications preferred.

Aquatics Leader II

- Ability to maintain current American Red Cross certifications throughout the duration of employment in the following:
  - Lifeguarding
  - First Aid
  - CPR/AED for the Professional Rescuers
  - Administering Emergency Oxygen
  - Bloodborne Pathogens Training
  - Water Safety Instructor Certification
  - Lifeguard Training Instructor Certification

- Failure to obtain and maintain required certifications within the timeline specified will result in demotion to a lower classification for which qualified, until such time as required certification is achieved or termination if not qualified for a lower class.

PREPARED BY: L. Jacobson
H. Pederson
10/17

REVIEWED BY:_____
Nicole Oliver
Parks and Recreation Director

REVISED BY: E. Weinberg
06/21
A.Sullivan
6/22
J. Honga
A. Sullivan
L. Jacobson
M. Bianconi
4/2024

COMMISSION ADOPTION: May 8, 2024