City of Bellingham
Classification Specification

CLASS TITLE	**Aquatic Program Leader**
DEPARTMENT	**Parks And Recreation**
UNION:	**1937**
SG:	**104**
CS:	**Y**
FLSA:	**Y**
EE04CODE|SOC:	**SW| 25-3021**

NATURE OF WORK:

Performs a variety of duties in aquatic recreation such as leading instruction, participating in supporting program development, and events and providing administrative support. Participates in developing and implementing aquatic recreation programs including community and specialized aquatic events. Responsible for assigning and leading instruction on recreational aquatic programs. Communicates safety protocols to City staff and public patrons. Identifies and resolves potential unsafe hazards and contacts appropriate emergency personnel or City Staff when required. Provides general aquatic custodial services and inspection of assigned areas. Identifies facility maintenance needs and follows established protocol when reporting requests for repair. Tracks the aquatic program inventory and regularly provides the supervisor or designee with reports on supply or equipment needs. When required this position will provide class instruction and lifeguarding. May be assigned to lead seasonal outdoor lake beach programs. Assists in training, scheduling, and leading lower classified staff. Performs all work of the classes below.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Aquatic Leader I/II position by its involvement in supporting program planning and responsibility for serving as lead for a designated program, event, or facility which includes responsibility providing on-going oversight of the work of lower classified staff.

This position is distinguished from the Recreation Coordinator-Aquatics, by the Recreation Coordinator's greater responsibility in developing varying aquatic programs and activities, external facing communications such as promotions and marketing, and coordinating use of aquatics facilities.

SUPERVISORY RELATIONSHIPS:

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

May provide guidance, training, and on-going direction to lower classified staff.

ESSENTIAL FUNCTIONS:

1. Supports higher classified staff in planning, promoting, implementing, leading and instructing aquatics recreation programs, classes, and activities for community, private, and specialized aquatic recreation events. Provides support and monitors all aquatic recreation activities within the designated facility or aquatic park space including lifeguarding, providing lifesaving skills, first aid and CPR. Responsible for the supplies and equipment set-up and take-down for assigned activities and events. May assign staff on-site during community programs or private events, including rental periods.

2. Establishes a safe environment for all participants and staff by enforcing Parks and Recreation policies, procedures and specific regulations of the assigned aquatics area. Clearly communicates rules and regulations to staff and patrons. 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.

3. Works with Supervisor or Designee to procure and maintain equipment and supplies for assigned aquatic recreation activities. Identifies and reports needed program supplies and equipment to Supervisor or Designee. This can include administrative supplies for seasonal guard offices.

4. Assists in training, scheduling, leading and evaluating lower classified staff involved in assigned area. Provides performance feedback to appropriate Supervisor. Works with Supervisor or Designee on identifying training needs of lower classified staff. May modify staff scheules based on needs of aquatic recreation programs or events.

5. Maintains facilities in accordance with departmental standards and procedures. Custodial duties may include performing or assigning cleaning of the pool deck, locker rooms, and staff areas. Maintains pooly chemistry by performing chemical tests on a routine basis. Assists in pool sanitization. Responsible for performing or assigning cleanup when assigned to the beach locations.

6. Maintains statistics of assigned programs, performs data entry, and produces associated reports for the Aquatics Manager or designee. Provides reports to all staff levels regarding day to day activies.

7. Provides lifeguarding and all associated duties when serving as staff in responsible charge of water programs. This may include lifesaving efforts and abilities.

8. When assigned to seasonally lead outdoor lake beach program, this position is responsible for monitoring the lakefront for identifying potential safety hazards. Contacts appropriate City Staff or emergency responders when required. May alter staff schedules based on situational criteria such as weather or crowd size.

ADDITIONAL WORK PERFORMED:

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

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Community parks and aquatic recreation objectives.
- Aquatics safety practices including stabilization and first aid methods.
- Swim instruction techniques and/or tools used in general or specialized recreation program area.
- Basic pool chemistry.

Skill in:

- Interpersonal skills to instruct and motivate program participants and work cooperatively with other City staff.
- Communication skills.
- Training and leading other staff.
- Problem solving, adaptability, and stress tolerance.
- 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.
- Work effectively as a part of a team or independently.
- Effectively organize large groups and maintain crowd control.
- Provide customer service tactfully with members of the public.
- Monitor swimming pool or beach location for unsafe or emergency situations.
- Perform duties in high stress environment .
- React quickly and effectively to emergent, dynamic, and changing situations while maintaining composure.
- Identify and provide assistance in emergency situations.
- De-escalate confrontational situations with patrons, alerting the appropriate emergency personnel authorities and City Staff when appropriate.
- Maintain accurate records and to prepare reports, including accident or injury reporting for emergency personnel and City staff.
- 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 essential functions of the job, including:
    - American Red Cross Pre-test for Lifeguarding and Waterfton certifications.
    - Meet department standards required for Aquatics Practice Assessment.
    - Tread water while supporting distressed swimmer at the surface.
    - Swim 25 yards and recover distressed swimmer.
    - Recover a distressed swimmer from bottom of pool.
    - Frequently remain stationary for long periods of time; ability to kneel, crouch, or bend at the wast when conducting chemical tests or lifting patrons.

- Frequently lift and move heavy objects up to 50lbs., 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.

WORKING ENVIRONMENT:

Work is performed year round in a wide variety of indoor and outdoor public aquatic facilities and environments, including, but not limited to classrooms, gyms, parks, trails, swimming areas, and public attractions. 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. General safety precautions are taken into consideration for the majority of these hazards. Exposed to outside weather conditions. Some assignments may require use of City or private vehicle.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of 18 months experience instructing Water Safety, water aerobics and other water related classes required.
- Minimum of 18 months experience instructing American Red Cross training courses.
- Minimum of 18 months lifeguarding experience required.
- Experience working with people of all ages and abilities required.
- Demonstrated leadership skills required.
- Water Aerobics Instructor certification preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Candidates must submit three-year driving abstract prior to hire.
- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Must pass a pre-employment drug screen prior to hire.
- Must pass aquatics skills test prior to hire and maintain skills throughout employment.
- Must possess the following American Red Cross certifications at time of hire and maintain currency throughout employment: Water Safety Instructor, Lifeguard Training Instructor, Lifeguard Training, First Aid and CPR/AED for the Professional Rescuer, Administering Emergency Oxygen, Blood Borne Pathogen.
- Failure to maintain required certifications will result in dismissal.
- Ability to and willingness to work flexible hours including evenings and weekends.

PREPARED BY:

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4/24

REVIEWED BY:_____
Nicole Oliver, Director Parks and Receration

COMMISSION ADOPTION: May 8, 2024