

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: RECREATION ASSISTANT

DEPARTMENT: PARKS & RECREATION

BASIC FUNCTION:

Under general supervision, the Recreation Assistant will provide full-time senior lifeguard services and monitor swimming pool activities; provide aquatic instruction; enforce guest compliance with pool rules, regulations, and policies; train and provide work direction part-time pool lifeguards; perform other related work assigned.

KEY RESPONSIBILITIES:

Assist in planning, coordinating and monitoring the operations and activities of the aquatic facilities and programs; and ensure the safety of swimmers.

Provide lifeguard services and monitor swimming pool activities to maintain a safe, healthy and controlled environment for guests.

Administer artificial respiration or first aid when necessary; rescue persons in distress; administer cardio-pulmonary resuscitation (CPR) or first aid when necessary; rescue persons in distress; observe pool activities in accordance with established guidelines, policies and procedures.

Inspect swimming pools to assure safe and proper operating condition; perform chemical tests on pool water; apply chemicals as appropriate to maintain proper pH and chemistry levels; mix chemicals according to established specifications and safety requirements.

Enforce and assure guest compliance with pool use and other applicable rules, regulations, and policies; report incidents and guest behavior problems to appropriate authority.

Train and provide work direction and guidance to assigned personnel; assist with interviewing, selecting and scheduling employees; provide input concerning transfers, reassignments, terminations and disciplinary action.

Assist in preparing swimming pools and surrounding areas for aquatic activities.

Assist in planning, organizing and implementing programs and activities.

Assist in classes, activities, events as assigned.

Attend and participate in staff meetings related to assigned program activities.

Assist in resolving citizen, client disputes regarding program activities.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Philosophy, principles and practices of aquatic recreation programs.
- First aid, cardio-pulmonary resuscitation (CPR) and water rescue and lifeguarding methods, practices and techniques.
- Health and safety codes, standards and policy related to pool operations.
- Procedures of pool use and basic pool equipment operation and maintenance.
- City of Carlsbad policies, rules related to recreational programs, lifeguarding and general administrative practices and procedures.
- Basic instruction and coaching techniques.
- Basic supervisory practices.

Ability to:

- Swim with proficiency and endurance and perform necessary water rescue activities.
- Perform first aid and CPR as necessary.
- Analyze situations and adapt quick and effective courses of action.
- Organize, supervise, coordinate, implement, and evaluate aquatic recreational programs.
- Provide necessary administrative support in record keeping and reporting as assignment requires.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the experience and education that could likely provide the required knowledge and abilities would qualify. A typical way to obtain the knowledge and abilities would be:

- High school diploma or G.E.D.
- 3+ years experience, with increasing responsibility in the aquatic field
- Experience in instructing all levels of the American Red Cross Learn to Swim and water safety program
- Experience in supervising a staff of five or more lifeguards or aquatic staff is desirable

SPECIAL REQUIREMENTS:

Possession of a valid Class C California Driver's License and verification of insurability.

Special Requirements/License or Certificate:

- American Red Cross or YMCA of USA Lifeguard/First Aid
- CPR/AED for the Professional Rescuer

- First Aid for Public Safety Personnel (Title 22)
- Oxygen Administration
- Water Safety Instructor
- Ability to be certified as a Lifeguard Training Instructor (LGI) within six (6) months of hire

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

The pool is an outdoor facility exposed to all types of weather conditions. The hours of pool operation vary with the seasons, but typically the aquatic facilities are open as early as 6:00 am and closed as late as 10:00 pm, 7 days a week on a year-round basis.

Incumbents frequently are required to physically exert themselves during the course of rescue, instruction or other required activities, and are involved in lifting and moving moderately heavy pool equipment, or materials during the course of duties assigned. Incumbents must attend off-site meetings from time to time and be available to travel to other aquatic facilities in the course of work.

DATE APPROVED: September 17, 2021