**CITY OF GUNNISON**
**JOB DESCRIPTION**

**DEPARTMENT:** Parks and Recreation
**DIVISION:** Community Center/Aquatics
**JOB TITLE:** Recreation Assistant
**DATE:** September 13, 2013

## GENERAL DESCRIPTION OF DUTIES:

Recreation Assistant major responsibilities are to perform front desk responsibilities and supervise staff and instructors at the Gunnison Community Center. This position works in close relationship with the Assistant Facility Manager and the Aquatics Manager on budgeting, long term goals, swimming lessons, day-to-day operations, and Park and Recreation Department programs and events.

## EXAMPLES OF DUTIES:

*The following duty statements are illustrative of the essential functions of the job and do not include other non essential or marginal duties that may be required. The City reserves the right to modify or change duties or essential functions of this job at any time.*

- Supervise the activities of swim instructors, climbing wall attendants, and front desk employees.
- Position is the main contact for swim lesson activities.
- Serve as the liaison between front desk staff and aquatics personnel.
- Rescue persons in distress or in danger of drowning when indicated and provide rescue breathing, CPR and First Aid, or assist in situations as needed.
- Lifeguard in the Aquatics Center as needed or fill in when Lifeguards do not show up or if Aquatics Center is overly busy.
- Successfully and positively perform within work team dynamics with a variety of staff members.
- Adherence and teaching of department workplace expectations, encompassing communication, working relations, job reliability and initiative, safety, and accomplishment of work tasks.
- Answer inquiries pertaining to Park and Recreation Department functions.
- Ability to perform and have a working knowledge of all Lifeguard, Senior Lifeguard, Head Lifeguard, Assistant Manager duties and responsibilities.
- Take part and assist in scheduled in-service trainings.
- Provide periodic inspection of facility to ensure proper maintenance and janitorial service and direct staff to perform maintenance as needed.
- Serve as ambassador for the department and engage with the public in a respectful, professional, and positive manner.
- Perform other duties as assigned.

## ORGANIZATIONAL RELATIONSHIPS:

This position's direct supervisors are the Assistant Facility Manager and the Aquatics Manager. The Recreation Assistant will assist in supervising lifeguards/swim instructors, climbing wall, and front desk employees by training and assisting in daily operations.

## EDUCATION AND EXPERIENCE:

Recreation Assistant must have at least one year receptionist and swim lesson experience. Also, the Recreation Assistant must be at least 18 years of age and have completed high school or GED. College degree is preferred.

**NECESSARY REQUIREMENTS:**

The Recreation Assistant must currently carry Red Cross Lifeguard Training, CPR/AED, First Aid, and Bloodborne Pathogens Training certifications. Certification from Ellis & Associates Lifeguard, YMCA, or other agencies may be accepted with approval of the Aquatic Manager. Also, Lifeguard Instructor and Certified Pool Operator certifications are preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- The Recreation Assistant must have knowledge of computer programs, ActiveNet, program planning, and lifesaving techniques and first aid. Also have the ability to communicate effectively, engage positively with the public and staff, recognize hazardous situations, and adopt effective courses of action to conflict, complaints, concerns, and have excellent customer service skills.
- Demonstrate computer literacy and experience with word processing, spreadsheet and data file management required.
- Strong organizational skills and ability to conduct multiple tasks concurrently. Ability to provide supervision and instruction to employees, volunteers and instructors. Ability to work closely and cooperatively with children, adults, and senior citizens.
- Ability to communicate effectively, both verbally and in writing. Ability to work with various community groups and the general public.
- Demonstrated customer service/public relation skills including the ability to resolve/diffuse customer and parent issues and complaints.
- Knowledge of and ability to perform basic calculations.

**ENVIRONMENTAL AND PHYSICAL CONDITIONS:**

- While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, communicate, reach, and manipulate objects. The position requires mobility.
- Duties require attentiveness to visual and audio cues to properly identify swimmers in distress or participating in unsafe behaviors.
- The position requires proficient swimming ability and proper application of rescue and first-aid techniques to the aquatic environment. Also, this position requires the ability to properly extract victims from the bottom of both pools (5ft & 12.5ft) to the pool deck, and away from harm.
- Further, this position will require operating standard office equipment such as computers, computer keyboards, copiers etc.
- This position requires continual public interaction and communication including interaction with citizens and customers. The work environment is in and around water and slippery surfaces with exposure to noise, fumes and hazardous chemicals.
- It will be necessary at times to perform physical activities requiring continual walking, standing, and sitting. May be required to perform physical recreational activities such as running, jumping, climbing stairs, crawling, bending, and reaching.
- Requires the ability to lift and carry items up to 50 pounds on a frequent basis.
- Must have the ability to participate in and respond to routine conversation in person or via telephone, and distinguish telephone, printers, computers, sports buzzers, and other auditory tones.

**WORK SCHEDULE:**
Shift length will vary depending on need but will generally last between 7 ½ and 9 hours per day, totaling 40 hours per week. Weekend and evening work will often be necessary, with an average of 8 to 10 hours of Aquatic flex hours.

**CERTIFICATIONS, LISENCES AND OTHER SKILLS**

- A complete criminal history background check is required
- Possession of a current Driver's License
- Possession of current First Aid and CPR certifications.

**SALARY**
This full-time position pays $12.69 per hour every two weeks. The City of Gunnison offers a full-time employee benefit package, which includes health coverage, retirement, vacation, sick time, and a wellness expense reimbursement after 1 year of averaging 30 or more hours per week.

The City of Gunnison is an equal opportunity employer, and it is the equal opportunity employment policy of the City to make all recruitment, hiring, and placement decisions, as well as, other employment decisions on the basis of qualifications of the individuals considered for the position to be filled, without regard to race, religion, color, age, sex, or national origin.

**Call for more information:**
Trish White 970-641-8420
Ginny Seckman 970-641-8426

**Applications available at:**
Gunnison Community Center
200 E. Spencer Ave.
Gunnison, CO 81230
**Download application:**
www.cityofgunnison-co.gov