

Town of Fort Myers Beach Job Description

Position: Assistant Aquatic Supervisor/ Head Lifeguard

Department: Parks and Recreation Department

POSITION SUMMARY

This is a full-time position requiring a varying schedule to include weekends and evenings and requires skilled water safety work. Due to seasonal hours of the facility, the Assistant Aquatic Supervisor will have assignments working with staff on programs supported by the Recreational Campus. This position will assist Department staff in organizing and conducting various programs, events and activities. Works directly under the Aquatic Supervisor and Recreation Campus Manager. The Assistant Aquatic Supervisor will supervise part-time, contractual, and volunteer workers.

ESSENTIAL JOB FUNCTIONS

- Oversees Lifeguard crews as assigned, and assists the Aquatic Supervisor with facility operations, maintenance, programming, and implementing Town policies.
- Performs a variety of duties pertaining to the management, operation, supervision, and other activities for the Parks & Recreation Department.
- Work alongside Aquatic Supervisor to coordinate all aquatic programming with assistance from other leadership staff, including water fitness classes, the FMB Swim Team, swimming lessons.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- With direction from Recreation Supervisor, assist with the daily operations for the Recreation facility.
- Assists in preparing and monitoring programs and maintenance budget; assists in preparation of capital improvement budget. Manage maintenance logs and notifies direct supervisor of any equipment that needs to be updated.
- Aids in general office routine, which includes registration of participants, preparation of reports, answering phone calls, and dispensing general information to the public.
- Develops and maintains good working relationships with the general public, coworkers and the program participants. Skill in working with and leading people to achieve established goals.
- Reports the needs of the public with consideration to the program(s) to supervisor and suggests ways to meet those needs. Provides recommendations for, and ensures compliance with operational policies, priorities, and standards relating to Parks & Recreation Department operations in order to achieve long and short-term program objectives: assists in establishing systems for monitoring programs; assists in development of long-term work plans; develops goals and objectives; and participates in developing department wide goals and objectives.
- Performs other duties of this position or related positions as may become necessary or as directed by direct supervisor(s).

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

- The required skills would normally be acquired through attainment of a high school diploma or GED, specialized training, and at least two (2) years of lifeguard experience. Must be at least 18 years old.
- Must possess current lifeguard certification, CPR certification, and First Aid certification from an approved certification program (i.e. Red Cross or comparable).
- Possession of a valid Florida driver's license is a requirement for this job.
- Must successfully pass a background check, and alcohol and drug test.
- Able to establish and maintain effective working relationships with all program participants, coworkers, and the general public.
- Ability to communicate orally and in writing.
- Experience with recreation/aquatic facilities maintenance is a plus.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Ability to organize and prioritize work and shift priorities in accordance with patron and Department needs.
- Considerable knowledge of water rescue methods, CPR, and first aid techniques.
- Ability to work independently or as a member of a project committee as required
- Ability to work outside in various weather conditions.
- Ability to read and follow written and oral instructions
- General knowledge of word processing and computer applications.
- Ability to accomplish work which requires physical stamina.
- Ability to prepare routine administrative paperwork.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze and organize data and prepare records and reports.
- Ability to successfully work with and serve a diverse local community.
- Possess sight/hearing senses, or use of prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met.

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is a community recreation and aquatic campus, and may be noisy and bustling.
- Weekends are required.
- Evening and Holidays may be required.
- Primary responsibility involves aquatic activities and will require walking, standing and swimming. Involves assisting people of all ages in and around the pool.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability) *This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*