SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title Assistant Lifeguard Supervisor (Seasonal)

Revision Date:	02/06
EEO Function:	Parks & Rec
EEO Category:	Paraprofessional
Status:	Non-exempt
Control No:	50912

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Lifeguard Supervisor and Program & Aquatics Coordinator, organizes and supervises lifeguard and pool activities and participants.

III. Essential Duties

- Identify the need for, oversee, and equip all special aquatic events.
- Plan diversified programs to meet community needs and interests as well as District objectives.
- Promote assigned programs to ensure maximum participation using acceptable advertising and marketing techniques.
- Implement, monitor, staff and supervise assigned programs to ensure the success of the programs and the safety and enjoyment of those participating.
- Evaluate assigned programs to determine the level of success in achieving stated program needs, goals, and efficient service delivery.
- Assist in scheduling special events in the pool area.
- Ensure a healthy and safe environment in compliance with County Health regulations.
- Compile weekly and monthly statistics on all assigned activities and keep accurate program records.
- Participate in the pool risk management and safety program by regular inspection and maintenance of activity site and scheduled emergency drills.
- Assist in the preparation, distribution and enforcement of pool and program rules and regulations.
- Assist with Sports Center promotion and marketing.
- Participate in hiring, promotions, disciplining and terminating of assigned employees.
- Make staff assignments and set and review staff schedules to ensure adequate coverage for pool utilization, security, and program implementation.
- Assist in regular staff meetings.
- Assist in the training of assigned employees.
- Prepare and submit all purchase requests to the Program & Aquatics Coordinator.
- Inventory all activity equipment and supplies.
- Assist with the investigation of complaints, questions and concerns related to assigned activities.
- Coordinate with Alta Canyon Sports Center, Sandy City, Salt Lake County, Jordan School district and other outside agencies.
- Mobilize support of assigned programs and projects through recruitment of volunteers and soliciting donations of equipment and supplies.
- Monitor and supervise the swimming pool, pool area, locker rooms and hallways.
- Respond quickly and efficiently to all emergency situations.

IV. Marginal Duties

- Work as part of a team to help coordinate additional Center projects with other staff members.
- Perform other duties as assigned.

V. Qualifications:

Education/Experience: 2 year of life guarding experience preferred; High School diploma or equivalent preferred; experience supervising aquatic personnel preferred.

Certificates/Licenses: Current certification in American Red Cross CPR for the Professional rescuer and Lifeguard Training. Must successfully complete oral, written and practical water exams; must also pass a vision and hearing test. Valid Utah Driver's License is required.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Sports programs (in depth knowledge required of assigned sports); principles of recreational programming; leadership, team building and ability to be self-motivating; budgeting, scheduling and evaluations; proper English usage, spelling and vocabulary.

Responsibility for: Great responsibility for the care, condition and use of facilities, materials, equipment, tools, etc.; great responsibility for making decisions affecting the activities of people: what they should do, when to do it, where, and how - including responsibility for worker motivation and satisfaction. Must have ability to react responsibly in an emergency situation.

Communication Skills: Contacts requiring tact and judgement to avoid friction and to handle complaints; frequent contacts involving the carrying out of programs and schedules requiring the influencing of others to obtain desired result; outside contact with public presenting; ability to communicate effectively with all age groups; ability to enforce pool regulation in a firm manner while maintaining good public relations.

Tool, Machine, Equipment Operation: Physical ability to carry out a water rescue; regular use of a telephone; occasional use of a copy machine, computer, and calculator; use of specialized equipment related to the assigned activity/sport; occasional use of a city vehicle.

Analytical Ability: Organize persons of high rank; organize, delegate and establish meaningful goals; communicate effectively verbally and in writing; establish and maintain effective working relationships with employees and the public; work independently on assigned projects; operate computer and telephone systems.

VI. Working Conditions:

Generally comfortable working conditions; frequent work in coordinating and directing programs; moderate mental pressure and fatigue exist during a normal workday due to exposure to outside elements and resolution of interpersonal conflicts; moderate physical exertion is present because of job requirements; requires evening, late nights, weekend, and holiday work.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description