

AQUATICS SPECIALIST III
(HEAD COACH)
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to planning, organizing and directing all activities of a specific aquatic team.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Organize and direct all activities of a specific aquatics team.

Responsible for efficient and effective supervision of the pool facilities during the workout period of a particular team.

Prepare entries for meets; keep accurate records of meet results and times as well as scores for all team members.

Coach and instruct participants in various aquatic techniques.

Prepare practice and meet schedules.

Maintain discipline during workouts and meets.

Train and supervise other aquatic staff members.

Coordinate the efforts of volunteers.

Promote and enforce water safety procedures; effect swimming rescues; render first aid and CPR as required.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

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Principles and techniques of competitive swim, diving or synchronized swimming.

Practices and methods of coaching youth.

Principles and practices of water safety and swimming rescue techniques.

Principles and techniques of first aid and CPR.

Practices and techniques of supervising temporary employees and volunteers.

Methods in preparing meet entries.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; walk; swim with proficiency and endurance; render life saving measures; interpret policies and procedures, and explain operations and problem solve issues for the public and with staff.

Intermittently set up booths, hang banners, move tables and carry supplies; lift or carry weight of 45 pounds or less.

Teach competitive swimming, diving or synchronized swimming techniques.

Organize team practices.

Supervise temporary staff and volunteers.

Supervise pool facilities.

Maintain discipline during workouts.

Organize and train volunteers.

Prevent accidents and conduct effective rescues.

Understand and translate City policies and practices into everyday working practices; make sound decisions with solid problem solving methods.

Prepare reports, course records and lesson plans.

Maintain accurate and up-to-date records.

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Work outdoors in a variety of weather conditions.

Understand and carry out written and oral directions.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR.

Learn to identify problems regarding the facility and programs; refer difficult problems/irregularities for more advanced attention and recommend possible solutions.

Promote and enforce safety procedures including proper use of equipment.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Two full seasons of experience performing duties similar to that of an Aquatics Specialist II with the City of Roseville.

Training:

Equivalent to completion of the twelfth (12th) grade, GED, or higher level degree.

License or Certificate

Possession of a current American Red Cross Water Safety Instructor (WSI) Certificate or the equivalent certificate by date of appointment.

Possession of a current American Red Cross CPR/AED for the Professional Rescuer certificate by date of appointment.

Possession of a current American Red Cross Title 22 First Aid for Public Personnel certificate by date of appointment.

Possession of a current American Red Cross Administering Emergency Oxygen certificate by date of appointment.

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Possession of a current American Red Cross Lifeguard Training certificate by date of appointment.

05-07-19

07-04-09

12-18-99 Aquatics Specialist III

05-06-97 Aquatics Coach

02-15-97

02-10-88

01-14-80

02-20-79