

CITY OF GERING

Job Posting Notice

Job Title: Summer Seasonal Positions

Department: Parks, Pool, Golf, RV Park

Pay Scale: Dependent on position/experience. Ranges \$10.75 - \$15.12

Posting Period: March 1, 2023 (positions will remain open until filled)

Application Deadline: Open until filled. EOE

Return Applications to:

Gering City Administration
1025 P Street, Gering, NE 69341

Job Description: Attached

SEASONAL EMPLOYMENT

The City of Gering is now accepting applications for seasonal positions. Employment opportunities are available at Monument Shadows Golf Course, Gering Swimming Pool, Parks Department and Robidoux RV Park. Positions include: Laborers, Lifeguards, Cashiers and Assistant Swimming Pool Manager, and Pool Manager. Specific duties, responsibilities, and desired qualifications are available with the application form. Applications are available at the City of Gering, 1025 "P" Street, Gering, NE 69341 or at www.gering.org. Positions are open until filled. EOE

City of Gering Job Applicant,

Please read and understand this statement before signing your job application.

Job Applications must be completed in their entirety ("see resume" is not sufficient) as this is the tool that will be used during the initial review in order to select applicants for interview. **A resume is required. so please submit with the job application.**

The information provided in this job application must be true. False or misrepresented information will be sufficient cause for the application to be rejected (or cause for termination if discovered after employment).

You are authorizing the City of Gering to obtain information from previous employers, educational institutions, and other parties to verify the accuracy of the information provided in this application.

You are waiving all rights and claims you may have for seeking and using the information to evaluate the application.

This application will be used only for the position for which you are currently applying. If you wish to re-apply for another position, even if is the same classification, you must complete and submit a new application.

Thank you.

Reason for leaving

Company Name _____

Telephone _____

Address _____

Starting Pay _____

Supervisor's Name _____

Ending Pay _____

Job Title _____

Employment Dates:

Describe your work _____

From: _____

To: _____

Reason for leaving _____

Company Name _____

Telephone _____

Address _____

Starting Pay _____

Supervisor's Name _____

Ending Pay _____

Job Title _____

Employment Dates:

Describe your work _____

From: _____

To: _____

Reason for leaving _____

We may contact the employers listed above unless you indicate those you do not want us to contact.

PLEASE READ AND UNDERSTAND THIS STATEMENT BEFORE SIGNING YOUR APPLICATION:

The information provided in this Application for Employment is true. False, incomplete, or misrepresented information will be sufficient cause for my application to be rejected, or, if discovered after employment, cause for immediate termination of my employment.

I authorize the employer to obtain information about me from previous employers, educational institutions, and other parties to verify the accuracy of information in this application, a related employment resume, or personal interview. I waive all rights and claims I may otherwise have against the employer or its representatives, for seeking, and using information to evaluate my employment request and all other persons who provide information for this purpose.

This application will expire in 30 days. Unless otherwise notified, I understand that my status as an applicant will end. I may re-apply for employment in the future by completing a new application.

This application is not an employment agreement. If I accept an offer of employment I understand the employer may

terminate my employment at any time, with or without cause and without prior notice, unless required by law. I understand that no one, other than an executive officer of the employer, has authority to enter into any employment agreement with terms contrary to the foregoing and then only in writing signed by such officer.

I accept all terms and conditions in the above statement.

Signature

Date

PLEASE RETURN TO CITY OF GERING ADMINISTRATION OFFICES:

1025 P Street
Gering, NE 69341

Phone: (308) 436-5600
Fax: 308-436-6899
or email to sgoss@gering.org

NOTE:

If submitted by email or fax, please understand that the original applications need to be mailed to the above address.

POSITION DESCRIPTION

Class Title: **Park Laborer I**
Department: Parks
Status: Non-Exempt

Pay Scale: Unclassified
Updated: March 2023
Safety Sensitive: Yes

GENERAL PURPOSE

Performs a variety of semi-skilled tasks to assist in the overall maintenance of public grounds, buildings and equipment.

SUPERVISION RECEIVED

Works under the immediate supervision of the Parks Caretaker.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Must be able to operate riding and push mowers and string trimmers.

Able to perform minor maintenance on equipment such as checking oil and fluid levels and sharpen blades.

Maintain athletic fields.

Clean restrooms, haul trash, plant trees, flowers and shrubs.

Fertilize, spray and water trees, flowers and shrubs.

Some heavy physical labor is involved such as digging, sod work, concrete and planting big trees.

Help in building new buildings, painting, installation and repairs of sprinklers, cleaning shop and vehicles.

Assist in work on miscellaneous projects such as building picnic tables and playground equipment.

Ability to perform job duties under adverse conditions, within the limits of personal safety.

Ability to work effectively with others.

Ability to understand and carry out oral and written instructions.

Ability to operate various power tools and equipment.

PERIPHERAL DUTIES

Duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) No previous training or experience is required.

Necessary Knowledge, Skills, and Abilities:

- (A) Ability to lift heavy objects and to work under adverse weather conditions, within the limits of personal safety.
- (B) Ability to understand and carry out written and oral instructions.
- (C) Ability to operate simple equipment and to perform routine building operation and maintenance tasks.
- (D) Ability to establish and maintain effective working relationships with associates, supervisors, and the public.

SPECIAL REQUIREMENTS

- (A) Valid state driver's license.

TOOLS AND EQUIPMENT USED

Pickup truck, lawn and landscaping equipment, including tractors, mowers, aerifier, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or

balance; stoop, kneel, crouch, or crawl; and talk or hear. Work in an elevated working environment such as a bucket truck, ladders, or roof.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and outside, may work in inclement weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to the risk of electrical shock.

The noise level in the work environment is usually loud.

May be required to work evenings and weekends.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION DESCRIPTION

Class Title:	Clubhouse Attendant I	Pay Scale: Unclassified
Department:	Golf	Updated: March 2023
Status:	Non-Exempt	Safety Sensitive: No

GENERAL PURPOSE

Performs routine duties assisting in the daily operations of the golf course and clubhouse.

SUPERVISION RECEIVED

Works under the general supervision of the Golf Professional or Clubhouse Attendant II.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collects golf fees and other payments made to the golf pro-shop.

Maintains list of golf memberships, schedules tee times for golfers.

Provides customer assistance to pro shop customers and golfers.

Receives telephone calls and citizen visits concerning the golf course; handles questions; and responds to citizen's complaints.

Performs routine cleaning of shop and entrance area outside clubhouse including dusting, vacuuming and washing windows.

Performs cleaning of cart shed and outside club house; performs cleaning and light maintenance of golf carts.

Counts and balances cash drawer at end of day; if more than two are on duty one will count and balance and the second person will double check the drawer for accuracy.

Collects and washes golf balls from driving range on a routine basis.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Must be 16 years of age.

Necessary Knowledge, Skills, and Abilities:

- (A) Working knowledge of cash register.
- (B) Skills in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

TOOLS AND EQUIPMENT USED

Point of Sale system, 10-key calculator, telephone, golf cart, public address system, computer, and vacuum.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk or hear. The employee is frequently required to walk; use hands to operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

When performing duties outside may work in adverse weather conditions of cold, wind, or rain.

Shall expect to work evenings, weekends, and holidays.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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POSITION DESCRIPTION

Class Title: **Lifeguard/Instructor**
Department: Pool
Status: Non-Exempt

Wage Scale: Unclassified
Date: August 2010
Safety Sensitive: Yes

GENERAL PURPOSE

Performs routine public contact and safety work in teaching swimming lessons and serving as a pool lifeguard.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Teaches swimming lessons according to a prescribed routine and curriculum.

Tests program participants for swimming skill levels; passes participants for participation in more advanced classes.

Monitors the use of the swimming pool; enforces safety rules.

Patrols the swimming pool and aquatics facility.

Assists in implementing various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Maintains related records and statistics for various aquatics programs.

Assists in the maintenance of the swimming pool. Monitors and maintains pool filtration system.

Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

PERIPHERAL DUTIES

Officiates at swimming meets.

Serves as a member of various employee committees, as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Completed at least 10 years of high school or currently attending high school or college.
- (B) Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatics program.
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C) Ability to effectively teach swimming lesson.
- (D) Ability to effectively enforce safety and health regulations relating to an aquatics program.
- (E) Ability to establish and maintain effective working relationships with employees, supervisors, participants, instructors, and the general public.
- (F) Ability to communicate effectively orally. (G) Ability to give and understand oral instructions.

SPECIAL REQUIREMENTS

First Aid and CPR certification.

Water Safety Instructor's (WSI) certificate.

TOOLS AND EQUIPMENT USED

Various hand tools used in the maintenance of swimming pool equipment; pool testing equipment; phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to swim, walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance.

The employee must occasionally lift and/or move over 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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POSITION DESCRIPTION

Class Title:	Pool Cashier	Wage Scale: Unclassified
Department:	Pool	Date: August 2010
Status:	Non-Exempt	Safety Sensitive: No

GENERAL PURPOSE

Performs routine cashiering in the collecting of pool fees.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager.

SUPERVISION EXERCISED

Generally none.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Collects pool fees and other payments made to the pool.

Maintains list of pool memberships.

Receives telephone calls and citizen visits concerning the swimming pool; handles questions; and responds to citizen's complaints.

Performs routine cleaning of facility, including bathrooms.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Must be 16 years of age.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of cash register.
- (B) Skills in operating listed tools and equipment.
- (C) Ability to perform arithmetic computations accurately and quickly; ability to communicate effectively verbally and in writing; ability to establish successful working relationships; ability to work under pressure and/or frequent interruptions.

SPECIAL REQUIREMENTS

None.

TOOLS AND EQUIPMENT USED

Cash register, 10-key calculator, and phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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POSITION DESCRIPTION

Class Title: **Assistant Pool Manager**
Department: Pool
Status: Non-Exempt

Wage Scale: General – Grade 3
Updated: March 2023
Safety Sensitive: Yes

GENERAL PURPOSE

This is seasonal supervisory work concerned with the functions and operations of the City swimming pool.

SUPERVISION RECEIVED

Works under the general supervision of the Pool Manager and, on occasion, the City Administrator and/or Parks and Recreation Director.

SUPERVISION EXERCISED

Supervises lifeguards and cashiers in the absence of the Pool Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assist with training, supervising and evaluating lifeguards/swim instructors.
2. Monitor activities, provide instructions and prevent accidents at facility.
3. Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR, and other until arrival of emergency medical services.
4. Assist with record keeping and organize accurate records concerning attendance, accident/incident/injury reports, chlorine readings, and schedules.
5. Handle routine disciplinary issues and communicate with the Pool Manager when necessary.
6. Assist with maintaining a clean, safe and orderly facility. Administer pump room procedures including chemical readings, balancing and filtration. Inspect facility regularly and report any unsafe conditions/equipment manager or parks supervisor immediately.
7. Assist with planning, attend and participate in all mandatory staff meetings and trainings.
8. Promote aquatic programs
9. Maintain open communication with guests, participants and/or participants parents, and other aquatics staff.
10. Inspects pool facilities for cleanliness; performs routine pool maintenance in the pool and the surrounding area
11. Operate and maintain the concession stand if facility chooses to operate
12. Enforce all pool facility rules, policies and procedures.
13. Assist with supervising swim instructors during swim lessons. When necessary instructs swimming lessons for participants of all ages.

14. Maintain a professional appearance and demeanor, including abiding to uniform requirements.
15. Assume full management responsibilities of the pool in the absence of the Pool Manager.
16. Complete additional duties assigned by supervisors.
17. Assists with and may be responsible for seasonal & daily opening and/or closing of the City swimming pool.

PERIPHERAL DUTIES

Performs lifeguard duties as necessary.

DESIRED QUALIFICATIONS

Education and Experience:

- (A) One season of experience in a supervisory capacity in the operation of a public or private swimming pool
- (B) Must be at least 19 years old.

Necessary Knowledge, Skills and Abilities:

- Certified in American Red Cross Lifeguarding/First Aid and CPR/AED for the Lifeguard.
- Certified Nebraska Pool Operator with thorough knowledge and application in the areas of pool sanitation, water chemistry and filtration.
- Pre-employment/employment testing of lifeguarding skills and knowledge (including but not limited to: swim 300 yards non-stop, ability to tread water for 2 minutes without hands, back-boarding skills, swim 20 yards pick up 10 pound brick off bottom and swim it back within 1 minute and 40 seconds, lifeguard written test).
- Ability to react calmly and effectively in emergency situations. Good decision-maker.
- Excellent communication skills, both verbally and in writing.
- Ability to work independently and as a team.
- Understand and abide by the City's customer service standards.
- Understand and abide by the City's cash handling procedures and the ability to do basic math.
- Maintain personal physical endurance and agility necessary to perform job functions.
- American Red Cross Water Safety Instructor Certification preferred.
- American Red Cross Lifeguard Instructor preferred.

SPECIAL REQUIREMENTS

First Aid/CPR/AED certification.

Completion of a water safety instruction course.

Possession of the Red Cross Lifeguarding Certificate

Ability to pass such prescribed tests as may be given under the auspices of the City.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; iPad, calculator; cash register; copy machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. Work in high elevated spaces.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Employee should be able to hear in the normal audio range with or without correction.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee generally works outside and possibly in inclement weather conditions. The employee is occasionally exposed to wet and/or humid conditions, potentially hazardous chemicals, harsh or toxic substances and vapors; work in water. May be required to work evenings, weekends, and holidays.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSITION DESCRIPTION

Class Title: **Pool Manager**
Department: Pool
Status: Non-Exempt

Pay Scale: General - Grade 5
Date: August, 2010
Safety Sensitive: Yes

GENERAL PURPOSE

Performs administrative, supervisory and professional work in the operation and maintenance of a swimming pool and in coordinating various aquatics programs.

SUPERVISION RECEIVED

Works under the general supervision of the Parks and Recreation Director.

SUPERVISION EXERCISED

Supervises recreation specialists, part-time recreation staff, lifeguards, instructors, seasonal employees, maintenance staff and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to supervisors; makes presentations to supervisors, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes. Prepares attendance, accident and routine accounting reports.

Coordinates staff in the development and implementation of aquatics programs.

Directs the patrolling of the pool and the enforcement of safety rules and regulations.

Supervises classes, workshops and activities for persons engaged in aquatics programs and co-sponsored programs.

Schedules and runs various aquatics competitions throughout the year.

Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at meets; making arrangements for rental and use of pool, helping set up for classes, events, etc.

Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.

Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding aquatics programs.

Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.

Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public.

Oversees the maintenance of the swimming pool. Monitors and maintains pool filtration system. Monitors pool water chemistry through testing of water samples. Adjusts chemistry as needed to maintain standards.

PERIPHERAL DUTIES

Works as a lifeguard as needed.

Serves as a member of various employee committees, as assigned.

Assists in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a four-year college or university with a degree in recreation or a closely related field.
- (B) Two years recreation experience including community center programming; or
- (C) An equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of recreation philosophy, planning and administration; Considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program;
- (B) Skill in operation of listed tools and equipment; Skill in First Aid and CPR.
- (C) Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- (D) Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- (E) Ability to communicate effectively orally and in writing.
- (F) Ability to plan and supervise the work of paid staff and volunteers.

SPECIAL REQUIREMENTS

Pool Operator's certification.
First Aid and CPR certification.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing software; calculator; copy and fax machine; phone; mobile or portable radio; automobile.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities

required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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