

Town of Fort Myers Beach Job Description

Position: Lifeguard/ Recreation Aide
Department: Parks and Recreation

POSITION SUMMARY

This is a part-time position with a varying schedule. Under the general direction of the designated supervisor, position is responsible for assisting in the administration, and operation of the aquatic and recreation facilities and programs which they are assigned. Responsibilities may include but are not limited to, lifeguarding, providing instruction to participants, cash handling and daily reporting, communicating with visitors and participants, processing of registrations, and miscellaneous daily paperwork. Activities may include on and off site programs, trips and special events.

ESSENTIAL JOB FUNCTIONS

- Work with senior staff in conducting programs for both children and adults during recreation and aquatic programmed events.
- Maintains constant surveillance of patrons in the aquatic facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Performs all front desk operations and functions as assigned including the use of Civic Rec, as needed.
- Performs other duties of this position or related positions as may become necessary or as directed by the Aquatic Supervisors and Recreation Supervisors.
- Assists with events and programs at the Recreation Center and Aquatic Facility as needed such as Club Rec, Teen Program, swim lessons, swim club, Summer Camp and Special Events (Fright Night, 4th of July Fireworks and New Year's Eve Fireworks).
- Aids in general office routine, which includes registration of participants, preparation of reports, answering the phone, and dispensing general information to the public.
- Assist with onsite sports programs including but not limited to, set up and take down of sporting equipment.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Monitor facility usage, open and closing responsibilities, and minor maintenance. Responsible for the day-to-day cleanliness of the Recreation Facility by performing light facility maintenance and custodial duties including, but not limited to sanitizing surfaces, lifting; sweeping; disposing of trash; and vacuuming. Outdoor maintenance may include lining ball fields; raking; sweeping; driving golf cart type vehicle; and, picking up trash, general pool facility maintenance.
- Provide information and instruction to clients with respect to buildings, facilities, athletic fields, aquatic facility, and programs.
- Prepare athletic fields for sporting events, including but not limited to soccer, baseball and volleyball.
- Assist with onsite sports programs including but not limited to, set up and take down of sporting equipment.
- Assist with the scheduling of athletic and aquatic programs and special events.
- Count and monitor attendance at all entrances to facility, programs, games and tournaments.
- Responsible for cash handling and reporting, as needed.
- Must be available to work mornings, evenings, weekends and holidays.
- Provide assistance where needed, performs other duties as assigned.

(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.)

EDUCATION AND EXPERIENCE REQUIREMENTS

- The required skills would normally be acquired through attainment of specialized training. Employees in this position must be at least 18 years old.
- Must be able to work at least 20 hours a week.
- Confidence in dealing with the public and groups of people.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, alcohol and drug test.
- Lifeguard certification or ability to obtain upon hire.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing, ability to perform basic math is mandatory.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Positive attitude and enthusiasm for the job. Strong customer service, cashier and recreation experience preferred.
- Ability to accomplish work which requires physical stamina. Ability to stand and use computer and or cash register for extended periods of time.
- Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and Holidays.
- Self-motivation and the ability to work independently and on multiple tasks at the same time.
- Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, all ages of public, supervisors, support staff and other department's positions.
- Ability to prepare routine administrative paperwork; Ability to organize data and prepare records and reports.
- Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.
- Able to respond to citizen inquiries/concerns with tact and courtesy; able to work under stressful conditions as required.
- Ability to exercise independent judgment in both routine and non-routine situations.
- May operate a variety of equipment including golf cart transportation, vans, including appropriate training to securing valid certificates.
- Maintains the physical ability to complete required lifeguard certification and attend monthly in-service trainings, to lift inventory and assist in transporting kayaks, bikes, and related equipment.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is indoors and outdoors in a recreation and aquatic settings, which may be a loud, noisy, and bustling environment.
- Medium physical effort; requires handling of average-weight objects up to 50 pounds and standing, walking.
- Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- Ability to work in varying and adverse weather conditions including heat, cold, rain, wind and in the community center, pool, and field areas, as well as off-site locations. Environmental factors may vary, and position will require some time spent outdoors at all times of year.
- Will be required to work hours other than the Recreation Center and Pool hours including, early evening and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; is essential to the job.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.
- Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact.

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.