

Aquatic Job Descriptions and Pay Rates - 2012 Season

(All applicants will be given a Criminal Background Investigation)

(12/14/2012)

Cashier

Municipal Pools

Minimum age: 17 years old.

Experience: Cash handling experience not required but preferred.

Certifications: American Red Cross Community CPR; and First Aid preferred.

Job Duties: Greet patrons of the pay facilities; count working cash, swim tickets, actual cash made for the day; help out in emergency situations at the facilities; answer the phone; take messages; make phone calls for the District Supervisor and any other assigned duties as needed; must be able to verbally communicate effectively with both public and staff.

Shifts Available: Varied shifts; including holidays, weekends, and evenings up to 40 hours per week.

Salary: **\$8.75/hour**

Office Crew

Aquatic Office

Minimum age: 17 years old.

Experience: Cash handling experience not required but preferred; customer service experience, able to answer multi-line phones.

Certifications: None.

Job Duties: Answer phones and take messages for staff; keep office in order and organized; help Office Manager with any projects when necessary; make phone calls for Seasonal Supervisors; and any other assigned duties as needed; strong computer skills recommended; need to be familiar with Microsoft Word, Excel, Filemaker Pro (PageMaker 6.0 a plus); greet patrons and staff members; must be able to verbally communicate effectively with both public and staff.

Shifts Available: Monday - Friday (8:00 a.m. - 5:00 p.m.) includes some Saturdays, up to 40 hours per week.

Salary: **\$8.75/hour**

ISP (Instructional Swim Program) Registrar

Aquatic Office

Minimum age: 18 years old.

Experience: Strong computer, organizational, communication, and public relations skills recommended; needs to be familiar with Microsoft Word, Excel, Filemaker Pro, and PageMaker 6.0 a plus; data entry a must.

Certifications: None.

Job Duties: Enter all registrations for all programs in Aquatics; troubleshoot any registration problems that may occur throughout the season; will need to do daily closeouts and cash handling; answer questions or concerns having to do with the ISP program; must be able to verbally communicate effectively with both public and staff.

Shifts Available: Work Monday - Friday (8:00 a.m. - 5:00 p.m.) includes some Saturdays, up to 40 hours per week.

Salary: **\$9.50/hour**

Lifeguard I

Municipal and Neighborhood Pools

Minimum age: 15 years old.

Experience: No work or lifeguard experience necessary.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid.

Skills Test: Parks and Recreation Department Lifeguard Skills Test.

Job Duties: Responsible for the safety of pool patrons by preventing accidents and responding quickly to emergency situations; must know and be able to perform all skills required for certifications; must follow and enforce pool policies and rules at all times; perform routine maintenance to pool area, i.e., vacuum, pick up trash, etc.; must be able to verbally communicate effectively with both public and staff.

Shifts Available: Varied shifts; including holidays, weekends, and evenings up to 30 hours per week.

Restricted work hours and duties.

Salary: \$8.00/hour

Lifeguard II

Municipal, Neighborhood, and Wading Pools

Minimum Age: 16 years old.

Experience: No work or lifeguard experience necessary.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid.

Skills Test: Parks and Recreation Department Lifeguard Skills Test.

Job Duties: Responsible for the safety of pool patrons by preventing accidents and responding quickly to emergency situations. Must know and be able to perform all skills required for certifications. Must follow and enforce all pool policies and rules at all times. Perform routine maintenance to pool area. i.e., vacuum; pick up trash, etc. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends and evenings up to 40 hours per week.

Salary: \$9.00/hour

Lifeguard III

Municipal, Neighborhood, and Wading Pools

Minimum Age: 17 years old.

Experience: No work or lifeguard experience necessary.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid.

Skills Test: Parks and Recreation Department Lifeguard Skills Test.

Job Duties: Responsible for the safety of pool patrons by preventing accidents and responding quickly to emergency situations. Must know and be able to perform all skills required for certifications. Must follow and enforce all pool policies and rules at all times. Perform routine maintenance to pool area. i.e., vacuum; pick up trash, etc. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends and evenings up to 40 hours per week.

Salary: \$9.75/hour

Head Lifeguard

Neighborhood Pools

Minimum Age: 17 years old.

Experience: One season of lifeguard experience, strong leadership skills.

Certifications: American Red Cross lifeguard, CPR/AED for Lifeguards, First Aid.

Skills Test: Parks and Recreation Department Lifeguard Skills Test.

Job Duties: Supervise shifts at neighborhood pools. Required to perform Lifeguarding duties, as well as, supervise daily pool operations while on duty. Must follow and enforce all pool policies and rules at all times. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends and evenings up to 40 hours per week.

Salary: \$10.00/hour

Facility Manager: Public Pools

Municipal Pools, Dick Nichols, Dove Springs, Givens, Rosewood

Minimum Age: 17 years old.

Experience: Two seasons of Lifeguard experience; strong communication, public relations skills; and strong leadership skills required.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid, American Red Cross Lifeguard Management.

Skills Test: Parks and Recreation Department Lifeguard Skills Test.

Job Duties: Supervise the operation of Municipal pools. Schedule staff at facility, supervise cashiers and lifeguards while on duty. Assist with In-Service training. Coordinate daily pool maintenance. Oversees and is responsible for light book keeping. Must follow and enforce all pool policies and rules at all times. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends and evenings up to 40 hours per week.

Salary: \$10.50/hour

Seasonal Supervisor

Municipal, Neighborhood and Wading Pools

Minimum Age: 18 years old

Experience: Three seasons of Lifeguard experience; must possess strong organizational, communication, public relations, and leadership skills.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid certification, American Red Cross Lifeguard Management (all student level), American Red Cross Lifeguard Instructor, American Red Cross Water Safety Instructor and Texas Drivers License (Must provide a copy of driving record and insurance). Certified Pool Operator preferred.

Skills Test: Parks and Recreation Department Lifeguard Skills Test.

Job Duties: Must have reliable transportation; will be responsible for all operational aspects, including safety and pool maintenance; schedule district staff; supervise Head Lifeguards, Cashiers, and Lifeguards while on duty. Hold biweekly In-Service training. Oversees and is responsible for light book keeping. Must follow and enforce all pool policies and rules at all times. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends and evenings and is on call when off duty.

Salary: \$14.00/hour (salaried 40 hrs.), plus mileage reimbursement

Lifeguard Auditor

All Facilities

Minimum Age: 18 years old.

Experience: Two seasons of lifeguard experience; must possess strong organizational, communication, public relations, and strong leadership skills.

Certifications: American Red Cross Lifeguard Instructor, Student Level Lifeguarding, CPR for Professional Rescuer CPR/AED for Lifeguards, First Aid and Texas Drivers License (Must provide a copy of driving record and insurance).

Job Duties: Must have reliable transportation; responsible for auditing 450+ Lifeguards at least two times throughout the summer, will test lifeguards' scanning techniques, CPR and rescue skills, and professionalism. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; include holidays, weekends and evenings up to 40 hours per week.

Salary: **\$11.50/hour plus mileage reimbursement**

Cashier Trainer/Auditor:

Barton Springs and Municipal pools

Minimum age: At least 18 years old.

Experience: Knowledge of cash handling and problem solving skills; two seasons of cash handling experience.

Certifications: Texas Drivers License (Must provide a copy of driving record and insurance).

Job Duties: Train cashiers; conduct cash handling meetings; audit cash handling procedures at all facilities; review all daily cash reports from all facilities; handle problems with bank and PARD finance personnel on lost deposits and large shortage/overage; accountable for swim tickets, cash handling paperwork, deposit books, and cash reports; ensure cash receipts documents are prepared promptly and dates coincide; forward cash receipt documents to financial services; audit all cash handlers on a periodic basis for measurement against city cash handling performance standards; must be able to verbally communicate with both public and staff effectively.

Shifts: Varied shifts including weekends, not to exceed 40 hours.

Salary: **\$9.50/hour, plus mileage reimbursement**

BARTON SPRINGS POSITIONS

Open Water Lifeguard

Barton Springs Pool

Minimum Age: 17 years old.

Experience: One season of lifeguard experience required and must pass Open Water Lifeguard skills test.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid, and Waterfront Lifeguard.

Skills Test: Parks and Recreation Department Open Water Lifeguard Skills Test.

Job Duties: Responsible for the safety of pool patrons by preventing accidents and responding quickly to emergency situations. Must know and be able to perform all skills required for certifications. Must follow and enforce all pool policies and rules at all times. Perform routine maintenance to pool area, i.e., vacuum, pick up trash, pressure wash, fire hose, etc. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends and evenings up to 40 hours per week.

Salary: **\$10.25/hour**

Open Water Head Lifeguard

Barton Springs Pool

Minimum Age: 18 years old.

Experience: One season of Open Water Lifeguard experience and strong leadership skills.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid, and Waterfront Lifeguard.

Job Duties: Supervise Lifeguards; perform lifeguard duties as well as supervise daily operations while on duty. Must follow and enforce all pool policies and rules at all times. Must be able to verbally communicate with both public and staff effectively.

Skills Test: Parks and Recreation Department Open Water Lifeguard Skills Test.

Shifts Available: Varied shifts including holidays, weekends and evenings up to 40 hours per week.

Salary: **\$10.50/hour**

LEARN TO SWIM PROGRAM POSTIONS

Swim Coach

Municipal and Neighborhood Pools

Minimum Age: 17 years old.

Experience: Competitive swimming background preferred; must hold American Red Cross Lifeguard certification and must be on staff in that position; strong leadership and organizational skills.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid, and Safety Training for Swim Coaches.

Skills Test: Parks and Recreation Department Lifeguard Skills Test.

Job Duties: Coach Neighborhood swim teams; participate in four tri-meets and one citywide meet; and perform administrative duties. If qualified, may also work as Head Lifeguard/Manager. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends, and evenings up to 40 hours per week.

Salary: **\$10.00/hour**

Swim Team Supervisor

Municipal and Neighborhood Pools

Minimum Age: 18 years old.

Experience: Competitive swimming background preferred; must have a minimum of three seasons coaching experience; strong organization, communication, public relations skills, and leadership skills required.

Certifications: American Red Cross Lifeguard, CPR/AED for Lifeguards, First Aid, American Red Cross Safety Training for Swim Coaches Instructor, American Red Cross Lifeguard Instructor, Texas Drivers License (Must provide a copy of driving record and insurance).

Skills Test: Parks and Recreation Department Lifeguard Skills Test.

Job Duties: Must have reliable transportation; supervise Competitive Swim Program; responsible for hiring, training, and supervising coaches; coordinating four tri-meets, one city-wide meet; coach city team for state meet; perform administrative duties; and attending state meet. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends, evenings and is on call when off duty.

Salary: **\$14.00/hour (salaried 40 hrs.), plus mileage reimbursement**

**Water Safety Instructor (WSI) I
Municipal and Neighborhood Pools**

Minimum Age: 16 years old.

Experience: Must have great people skills, no teaching experience required.

Certifications: American Red Cross Water Safety Instructor or American Red Cross Water Safety Instructor R-04 (New Material), Adult, Child, Infant CPR, and First Aid

Skills Test: Pass all American Red Cross WSI tests.

Job Duties: Instructs various levels of classes, Pre-school through Community Water Safety. If qualified, may also work as a Lifeguard or a Head Lifeguard. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends, and evenings.

Salary: **\$9.25 - \$9.75/hour**

**Water Safety Instructor (WSI) II
Municipal and Neighborhood Pools**

Minimum Age: 17 years old.

Experience: Must have great people skills, and one season of teaching experience.

Certifications: American Red Cross Water Safety Instructor or American Red Cross Water Safety Instructor R-04 (New Material), Adult, Child, Infant CPR, and First Aid.

Skills Test: Pass all American Red Cross WSI tests.

Job Duties: Instructs various levels of classes, Pre-school through Community Water Safety. If qualified, may also work as a Lifeguard or a Head Lifeguard. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends, and evenings.

Salary: **\$10.25 - \$10.75/hour**

**Lifeguard Instructor
All Facilities**

Minimum Age: 17 years old.

Experience: One season of Lifeguard experience; must possess strong organizational, communication, public relations and strong leadership skills; no teaching experience necessary.

Certifications: American Red Cross Lifeguard Instructor, Student Level Lifeguard, CPR/AED for Lifeguards, First Aid.

Job Duties: Must have reliable transportation; responsible for teaching potential Lifeguards throughout the summer; will test lifeguards' scanning techniques, CPR and rescue skills, and professionalism. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends and evenings up to 40 hours per week.

Salary: **\$10.50/hour**

Lifeguard Instructor II

All Facilities

Minimum Age: 18 years old.

Experience: One season of lifeguard experience; must possess strong organizational, communication, public relations, and leadership skills.

One season of teaching experience (minimum 2 full classes and 3 reviews).

Certifications: American Red Cross Lifeguard Instructor, Student Level Lifeguard, CPR/ AED for Lifeguards, First Aid.

Job Duties: Must have reliable transportation; responsible for teaching potential Lifeguards throughout the summer; will test lifeguards' scanning techniques, CPR and rescue skills, and professionalism. Must be able to verbally communicate with both public and staff effectively.

Shifts Available: Varied shifts; including holidays, weekends and evenings up to 40 hours per week.

Salary: **\$11.50/hour**