

City of Fenton
Job Description

Job Title **Recreation Associate I – Swim Coach**
Department: **Parks and Recreation**
Reports to: **Recreational Associate III - Head Swim Coach**
Description Date: **March 2021, November 2021**
Pay Grade: **Level 1 (\$11.15/\$13.38/\$15.61)**
Status: **Seasonal Worker/Non-Exempt**

Summary

Performs duties as assigned under the direction of the Recreational Associate III - Head Swim Coach. This position is responsible for teaching, coordinating, and carrying out daily activities set by Head Swim Coach.

Essential Duties and Responsibilities include the following; however, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Assist in the direction, supervision, and organization of swim team practice.
- Assists and enforces the rules, regulations, and safety of all participants.
- Ensures the safety of all swimmers at all practices/events.
- Teaches swimmers various swimming strokes.
- Helps set up and run swim meets.
- Assists with enforcement of rules and safety practices.
- Promptly reports all accidents, incidents, and concerns to the supervisor.
- Other related duties as assigned.

Supervisory Duties

No supervisory duties assigned.

Education and Experience Required

Any combination of acceptable education and experience providing the knowledge, skills, and abilities required. Must be able to obtain and retain a Basic First Aid and CPR/AED certification. Requires a thorough working knowledge of the specific recreation program operation and procedures.

Knowledge and Abilities

Knowledge of:

- Various swimming strokes;
- Instructional practices and procedures; and
- Safety and basic first aid.

Ability to:

- Work effectively with children and adults;
- Work with City staff and groups of all ages and various backgrounds;
- Work safely without presenting a direct threat to self or others; and
- Demonstrate professional public relations skills, effective interpersonal and communication skills.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold, and humidity.

Physical Requirements

Regularly required to stand, walk, reach with hands/arms, climb or balance, and stoop, kneel, crouch or crawl. Requires clarity of vision and three-dimensional vision. Regularly required to lift and carry up to 25 pounds; occasionally required to lift and/or move up to 50 pounds.

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities, or duties not mentioned in this description that are of similar kind or level.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee Signature

Date