

CITY OF HURST★TEXAS

Title	RECREATION SPECIALIST - ATHLETICS/AQUATICS
Department	Community Services
Division	Recreation
Immediate Supervisor	Recreation Manager (Athletics/Aquatics)
FLSA Status	Non-exempt
Pay Range	D.O.Q.
Application Process	www.hursttx.gov/openpositions

Job Summary

Under the direction of the Recreation Manager Athletics/Aquatics, employee performs duties relating to the coordination and operation of the City owned aquatics centers and adult athletic programs, including supervising part-time/seasonal staff. This is a **full-time, non-exempt** position working approximately 40 hours/week. Evenings and weekends required. Hours are subject to change in order to meet department responsibilities. Position may require over-time.

Job Scope

This position is responsible for the designated program area. Position has supervisory responsibilities. This position has limited budgetary responsibilities.

Essential Job Functions:

1. Possesses excellent customer service skills and can excel at applying the City of Hurst's Code of Ideals and Good to Great practices in all interpersonal relationships with city staff and the general public.
2. Communicate effectively with the public in explaining and defending City policies and procedures.
3. Serves as lead person for the aquatic management staff. Sets a positive example through action, appearance and behavior.
4. Supervisory responsibility of aquatic staff and will assist in hiring, training, scheduling and evaluation of staff.
5. Coordinates and conducts training class for lifeguard candidates. Helps coordinate and

implement weekly training sessions.

6. Reviews bi-weekly time sheets for entire aquatic staff in an accurate and timely manner.
7. Assists with promotion and coordination of adult athletic programs, including scheduling teams, referees, and scorekeepers.
8. Monitors and communicates with contractual vendors. Ensure compliance with contract terms.
9. Assists with coordination of athletic tournaments and events.
10. Assists with registration for athletic leagues, field rentals, class activities, facility rentals, etc.
11. Represent City Of Hurst and the Recreation Division in a professional manner at local, regional, and state trainings and meetings.
12. Monitor activities at the recreation center, answering phones, checkout equipment, manage customer requests, and assist patrons. Provides supervisory support for front desk staff in the absence of the Center Supervisor.
13. Provides support for classroom set-up/tear-down in absence of Center Supervisor.
14. Provides support for all division special events.
15. Works cohesively with the Recreation Manager to devise the strategies that will lead them to achieve the official goals established by the City of Hurst for the athletic and aquatics divisions.
16. Performs duties under the direct supervision of the Recreation Manager; performs other duties as assigned.

Skills, Knowledge and Abilities

1. Advanced knowledge and skill in performing water rescue techniques, first aid, and CPR on all persons.
2. Advanced knowledge and skill in planning and conducting lifeguard training classes. Ability to demonstrate skills to participants.
3. Punctual, responsible, dependable, and professional; ability to work effectively in a public environment.
4. Considerable skill and knowledge in the operation of pool equipment and water testing procedures.
5. Have excellent leadership skills and be able to motivate individuals through positive reinforcement. Advanced skills in establishing and maintaining interpersonal relationships with peers, subordinates, supervisors, and visitors.
6. Have excellent oral and written communication skills. Ability to communicate with the general public and City staff in face to face situations, by telephone and two-way radio in

emergency and non-emergency situations.

7. Ability to be a self-starter and work with minimal supervision at times.
8. Have a working knowledge of computer systems and software, office machines.
9. Ability to read, interpret, and research technical handbooks, organizational policies, and financial data. Ability to write and maintain records and reports; ability to complete forms.
10. Knowledge of supervisory practices and procedures; ability to impose disciplinary measures when required.
11. Have positive recommendations from previous employers and/or supervisors.

Physical Requirements and Environmental Conditions

1. Ability to hear guests and staff in emergency and non-emergency situations.
2. Advanced ability to swim and perform rescue operations.
3. Ability to sit for extended periods of time when performing administrative duties and observing staff or pool guests.
4. Ability to lift and carry persons while performing rescue operations.
5. Ability to stand, bends, squat, kneel, push, pull, and stoop while performing duties at the aquatics centers.
6. Ability to reach to perform activities at desk, lifeguarding duties.
7. Fine dexterity with fingers and hands required to handle items and to operate computer/calculator/telephone/radio.
8. Ability to orally direct guests and staff in emergency and non-emergency situations.
9. Ability to distinguish colors when working with chemicals.
10. Majority of work is performed outdoors and is subject to extreme heat and sun. Work performed is subject to chemical hazards.
11. Work may be subject to time pressures, emergency situations, and frequent changes to tasks, working closely with others as part of a team, performing multiple tasks simultaneously, and dealing with difficult persons.
12. Work may be tedious and exacting when completing reports or financial data.

Minimum Education, Certification, and Experience Requirements

Bachelor's degree in Recreation or similar program required. At least three years previous lifeguard

experience AND two years performing pool management duties required. Current Ellis and Associates Instructor license required. Water Safety Instructor Trainer preferred. Candidates must provide proof of certifications upon hiring.

Signature/Approval

Employee

Date

Immediate Supervisor

Date

Department Director

Date