

CITY OF PELLA, IOWA CLASS SPECIFICATION

CLASS TITLE: Community Services Program Specialist Lifeguard/Instructor Senior

BAND	GRADE	SUBGRADE
A	0	8 Step 5 through Step 7
DEPARTMENT: Community Services	ACCOUNTABLE TO: Aquatic Manager	FLSA STATUS: Non-exempt
CLASS SUMMARY: Incumbents are responsible for providing recreational services/programs and ensuring the safety of patrons and for serving as a lead to other staff. Duties might include: overseeing and monitoring Community Services Program Specialists and other staff; teaching classes; preparing daily financial reports; balancing cash drawers, depositing money, and making receipt entries; answering telephones, greeting customers, and providing information; resolving customer complaints; maintaining facility operations; filling in for other staff members in their absence; assisting to ensure policies are followed and tasks are carried out; and, assisting in recreational, athletic and/or educational program implementation.		
DISTINGUISHING CHARACTERISTICS: The Community Services Program Specialist Senior is the third level of a three level community services lifeguard program series. The Community Services Program Specialist Senior is distinguished from the Community Services Program Specialist-Lifeguard Instructor by its responsibility for monitoring the work of Community Services Program Specialist-Lifeguard and Community Services Program Specialist-Lifeguard Instructor and ensuring established procedures are followed by staff and participants.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Leads and monitors the activities of Community Services Program Specialists and other staff in absence of the Aquatic Supervisor to include identifying proper staffing levels and ensuring tasks are performed according to policies.	Daily 30%	A08
2.	Maintains office operations by preparing daily financial reports, balancing cash drawers, depositing money, and making receipt entries.	Daily 20%	A08

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
3.	Provides instruction for a wide variety of Community Services lessons or classes to various age groups by tracking and determining the knowledge, capabilities and skill of each participant to include filling out progress reports for lessons, demonstrating appropriate techniques and determining the level advancement of participants.	Daily 20%	A08
4.	Performs various duties to organize and deliver recreational, athletic and/or educational programs; sets up and takes down equipment and/or displays used in program activities; tests equipment to ensure equipment and facilities are safe for conducting activities; and provide adjustments to equipment as needed.	Daily 10%	A08
5.	Provides communication and information to patrons by answering telephones, greeting customers, and assisting in resolving customer complaints.	Daily 5%	A08
6.	Provides a safe environment for Community Services facilities by enforcing rules of safety.	Varies 0-15%	A08
7.	Assists in implementation of recreational, athletic and/or educational programs and related activities.	Monthly 5%	A08
8.	Performs rescues and life saving activities to include first-aid, cardiopulmonary resuscitation and other medical assistance.	Varies 0-5%	A08
9.	Performs other duties of a similar nature or level.	As Required	N/B

Knowledge (position requirements at entry):

Knowledge of:

- General office procedures;
- Popular recreation and athletic activities applicable to area of assignment;
- Basic arithmetic principles;
- Water safety (when assigned to pool);
- Life saving and rescue techniques including first aid, cardio-pulmonary resuscitation and other medical assistance.

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Skills (position requirements at entry):

Skill in:

- Setting up and maintaining files;
- Operating general office equipment;
- Conducting group activities;
- Reading, comprehending, and applying policies, procedures and standards;
- Cash handling, balancing and clerical operations;
- Monitoring and assigning tasks to others;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.), specialized training in area of assignment, and one year of related recreation program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

- American Red Cross Lifeguard, including Community First Aid and safety, and Cardio-Pulmonary Resuscitation Certifications.
- Positions which are responsible for teaching lessons are required to have Water Safety Instructor Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, and seeing.

Incumbents may be subjected to personal injury, odors, blood, body fluids, chemicals, extreme temperatures, and intense noises.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Position requires applicants to have a post-offer pre-work screening (back assessment).

Classification History:

Prepared by Fox Lawson & Associates

Adopted: 2/15/00

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