

# CITY OF CARROLL – JOB DESCRIPTION

**Name:** Department: Parks & Recreation  
**Title:** Program Specialist - Aquatics & Fitness FLSA: Non-Exempt  
**Date:** Reports to: Recreation Superintendent

## PURPOSE OF POSITION

Under the general direction of the Recreation Superintendent, assist in the day-to-day operations and coordinate activities of the Recreation department, including organizing, leading, and implementing recreation programs for all age groups. This position will specialize in aquatics by instructing and/or coordinating water aerobics and activities and events and assisting with aquatics staff. Recreation workers assist part-time staff, cooperate with other City staff in a team environment, interact with patrons/members, respond to staff and member issues and concerns, and maintain optimal facilities and records. Performs related support work as assigned.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

**The following duties are normal for this position. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

Assist in the delivery of aquatics programs including certifications and swim lessons and fitness, and other recreational events through marketing, partnerships, evaluations, creativity, and public input to maintain and improve current programs and identify opportunities.

Coordinate with part-time staff through scheduling, training and in-service, and guidance in established programs, services, and events.

Instructs and/or coordinates water fitness programs, determining opportunities for improvements in quality and community impact of new and established programs.

Monitor facilities and address issues, including concerns or suggestions from patrons and other employees, safety, patrolling premises to enforce rules regarding misconduct, environment and security of facilities.

Financial responsibility through purchasing supplies, opening and closing cash drawers and daily payments and operations, and maintaining cost efficient programs.

Team builder with strong interpersonal skills, a flexible work style and collaborative work ethic.

Performs as required incidental operation and support work at the Center and premises. Oversee and assist with facility operations, including opening and closing, cash drawer responsibilities, communication between staff and patrons, reservations and general office duties.

Unlocks and opens Facility doors, turns on lights; takes cash register totals and obtains cash for the register.

Answers the telephone and responds to inquiries regarding membership fees, activities and events; receives patrons and explains rules/regulations of the Facility; records and dispenses equipment used in various activities; gives tours of Facility

Patrols Facility premises to enforce rules regarding misconduct, environment and security of the premises.

Completes membership forms; collects fees, explains rules, files membership cards; lists memberships that expire monthly according to residential status and status of member (family or individual).

Maintains the appearance of the Facility by dusting, cleaning tables, checking lockers, folding towels and related custodial work.

Performs other duties as assigned by Recreation Superintendent.

Includes working nights and weekends as well as on-call hours as needed.

**MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

Completion of recognized four (4) year program in recreation or physical education, or completion of a recognized four (4) year program in job related curriculum and comparable experience. CPR and lifeguard training required in the first three (3) months of employment.

**MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS**

**Physical Requirements**

Occasionally must lift/carry/push/pull objects weighing up to 20 lbs. Requires the ability to see and hear within normal limits, with or without corrective devices. Requires the ability to use fingers and hands in the operation of cash register and calculator. Regularly required to move about (walk) Facility for security, housekeeping and related purposes.

**Cognitive Demands**

Requires basic sensory perception and discrimination in dealing with numbers, forms and standard monetary units. Requires the capacity to visualize documents at a distance of 20" or less up to 20' or more and acceptable field of vision in control and security functions. Requires the ability to learn and use Facility rules and procedures regarding memberships, disorderly conduct, equipment disbursement and related functions.

**Language Ability and Interpersonal Communication**

Requires the ability to converse (hear and talk) with a variety of people in conveying basic program information involving the capacity to direct, explain, answer, indicate and inform on highly structured, procedural matters as well as to attend to the needs or requests of people where an immediate response is needed. Requires the capacity to receive and act on the instruction or orders of other individuals.

**Environmental Adaptability**

Likelihood of personal injury due to hazardous or dangerous working conditions would be very slight. Noise and related conditions could cause stress.

\_\_\_\_\_  
Employee's Signature                      Date

\_\_\_\_\_  
Department Head                                      Date

The City of Carroll is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.