



Job Description

Job Title:	Assistant Swim Coach
Department:	Parks and Recreation – Aquatics Division
Reports to:	Aquatics Manager & Swim Coach
FLSA Classification:	Non-Exempt
Effective Date:	03/28/2022
Job Summary:	Requires a thorough working knowledge of pool operations and procedures. The individual supervises a large number of employees along with patrons. Other responsibilities include supervising public swimming, maintaining filtration, circulation and sanitation of pools, and preparing financial reports, accident reports and other related paperwork. Flexible work hours.
Essential Job Functions:	<p>Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.</p> <ul style="list-style-type: none">a. Assist in supervising aquatic programs. Directly manage staff, which teaches swimmers.b. Assist in supervising public swimming. Directly manage lifeguard staff.c. Maintain circulation, filtration and sanitation of pools daily and log it.d. Maintain good public relations daily through aquatic services and facilities.e. Maintain high health and safety standards.f. Perform other reports and duties as required.
Conditions of Employment:	<ul style="list-style-type: none">a. Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.b. Applicant must take and pass a pre-employment drug test administered by the City of Mission at the City's expense.c. Must have a current valid class "C" driver license from the Texas Department of Public Safety with a satisfactory driving record.a. Current American Red Cross Lifeguard Training, and CPR/AED for the Professional Rescuer, Safety Training for Swim Coachb. Able to pass swimming test related to facility and responsibility.c. Bilingual in English/Spanish preferred.
Required Education:	Pursuing High School Diploma, GED or equivalency
Education Preference:	Not Applicable
Educational Substitute:	Not Applicable
Required Work Experience:	Experience in pool management
Experience Preference:	One (1) year of related experience
Supervisory Experience Requirement:	Not Applicable
Required Knowledge, Skills, & Abilities	<ul style="list-style-type: none">a. Working knowledge of pool operations and proceduresb. Good public relations and able to communicate effectively with the publicc. Excellent swimming skillsd. Able to manage people and facilities



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	e. Able to rescue and give emergency care to accident victims
Equipment Materials:	<p>General office and safety equipment/materials to include but not limited to the following:</p> <ul style="list-style-type: none">• Pool maintenance• Safety equipment• Training swimming equipment
Work Conditions:	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Individual works outdoors to oversee programs, occasionally indoors for program registration. The job has significant hazards from working outdoors and physical demands are moderate to high.</p>
Physical Demands:	<p>The job has some significant hazards and physical demands are high.</p> <p>Duties involve continuous bending, lifting, digging, sitting, standing, carrying, or walking; continuously working in awkward positions and/or using force equal to lifting, tilting and pushing 100 pounds.</p>
Mental Demands:	<p>While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; use math and mathematical reasoning; perform detailed work, multiple deadlines and concurrent tasks; work with constant interruptions; and interact with staff and the public.</p>
Authorization:	<p>I have reviewed this description and understand the requirements and responsibilities of the position.</p> <div style="display: flex; justify-content: space-between;"><div>_____</div><div>_____</div><div>_____</div></div> <div style="display: flex; justify-content: space-between;"><div>Date</div><div>Print Name</div><div>Signature of Employee</div></div> <p>The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.</p>