

TOWN OF AVON

Camp Director

POSITION SUMMARY:

Supervises and directs the day-to-day operations of camp.

SUPERVISION RECEIVED:

Works under the general supervision of the Recreation Program Specialist and Director of Recreation and Parks.

SUPERVISION EXERCISED:

Supervises Recreation Leaders, Counselors in Training (CIT's), and program participants.

ESSENTIAL FUNCTIONS:

- Develop and direct camp schedule
- Coordinate communications with parents/participants, staff, and contractors
- Manage behavioral issues
- Attend to participant and staff needs
- Ensure all safety and security rules and procedures are being followed
- Perform clerical duties
- Perform housekeeping duties

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary). Sufficient physical stamina to lift and carry approximately 50 pounds and keep up with the participants for long periods of time with little downtime. Ability to be an active participant in recreation activities including but not limited to swimming, sports, and entertaining. Ability to work in extreme weather conditions, including heat, cold, rain, and snow. Ability to work in a loud, busy, and fast-paced environment. Must be able to hear and see clearly for effective supervision. Must be able to speak at a high volume for long periods of time while leading participants. Sufficient mental stamina to provide constant and vigilant supervision to program participants. Ability to work under stress and multi-task.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong organizational, interpersonal, and communication skills
- Knowledge of youth development and recreation programming

MINIMUM QUALIFICATIONS:

Must be at least 21 years old. High school diploma or equivalent.

LICENSE(S) AND/OR CERTIFICATION:

American Red Cross Child and Baby First Aid/CPR/AED Certification

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The Town of Avon is an Equal Opportunity/Affirmative Action employer.

TOWN OF AVON

Recreation Leader

POSITION SUMMARY:

Supervises and leads program participants in recreation activities.

SUPERVISION RECEIVED:

Works under the general supervision of the Recreation Program Specialist. Works under the direct supervision of the Program/Camp Director(s).

SUPERVISION EXERCISED:

Supervises program participants.

ESSENTIAL FUNCTIONS:

- Organize and facilitate recreation activities
- Ensure safe and fun environment
- Attend to participant needs
- Manage behavioral issues
- Assist in the documentation and carrying out of policies and procedures
- Perform housekeeping duties

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary). Sufficient physical stamina to lift and carry approximately 50 pounds and keep up with the participants for long periods of time with little downtime. Ability to be an active participant in recreation activities including but not limited to swimming, sports, and entertaining. Ability to work in extreme weather conditions, including heat, cold, rain, and snow. Ability to work in a loud, busy, and fast-paced environment. Must be able to hear and see clearly for effective supervision. Must be able to speak at a high volume for long periods of time while leading participants. Sufficient mental stamina to provide constant and vigilant supervision to program participants. Ability to work under stress and multi-task.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong leadership skills
- Knowledge of youth development and recreation programming

MINIMUM QUALIFICATIONS:

Must be at least 15 years old and have completed two years of high school or equivalent.

LICENSE(S) AND/OR CERTIFICATION:

American Red Cross Child and Baby First Aid/CPR/AED Certification

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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TOWN OF AVON

Support Recreation Leader

POSITION SUMMARY:

Supports participants with special needs to ensure success in recreation programs. May also perform the duties of a Recreation Leader.

SUPERVISION RECEIVED:

Works under the general supervision of the Recreation Program Specialist. Works under the direct supervision of the Program Director(s).

SUPERVISION EXERCISED:

Supervises program participants.

ESSENTIAL FUNCTIONS:

- Engage and guide participants in recreation activities
- Actively participate in programs with assigned participants
- Adapt activities to participant(s) abilities
- Attend to participants needs
- Assist in the documentation and carrying out of policies and procedures
- Perform housekeeping duties

PHYSICAL AND MENTAL REQUIREMENTS/ WORK ENVIRONMENT:

(Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary). Sufficient physical stamina to lift and carry approximately 50 pounds and keep up with the participants for long periods of time with little downtime. Ability to be an active participant in recreation activities including but not limited to swimming, sports, and entertaining. Ability to work in extreme weather conditions, including heat, cold, rain, and snow. Ability to work in a loud, busy, and fast-paced environment. Must be able to hear and see clearly for effective supervision. Must be able to speak at a high volume for long periods of time while leading participants. Sufficient mental stamina to provide constant and vigilant supervision to program participants. Ability to work under stress and multi-task.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong patience
- Knowledge of the developmental needs of youth with special needs

MINIMUM QUALIFICATIONS:

Must be at least 15 years old and have completed two years of high school or equivalent.

LICENSE(S) AND/OR CERTIFICATION:

American Red Cross Child First Aid/CPR/AED Certification

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

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Town of Avon

Head Lifeguard Job Description

General Description

Lifeguards are expert swimmers trained in rescue and first aid, who ensure the safety of swimmers at recreational sites. Lifeguards spend most of their work time monitoring the swimming area for situations that could lead to accidents and watching for signs of distress. They enforce all site rules and regulations.

The Head Lifeguard provides overall direction to the pools by lifeguarding and promoting safety in swimming and water front areas, for the purpose of enhancing and protecting patrons. The Head Lifeguard reports directly to the Aquatics Director. In addition to the head guard responsibilities all general lifeguard duties apply to this position.

Duties and Responsibilities

- Conduct preseason tasks such as inspect, inventory, order supplies, equipment and first aid supplies for the park.
- Coordinate, communicate and create staffing schedules and in-service training plans.
- Oversee assignments and complete all records and reports required for swim lessons, certifications and documentation in accordance with the American Red Cross requirements.
- Communicate with and educate patrons using waterfront and enforce rules and regulations to patrons, campers and staff.
- Conduct supervisory duties of life guarding staff.
- Practice and communicate Life Guard Manual policies and procedures.
- Report all problems to the supervisor.
- Conduct and document a log of all in-service training for all guards.
- Oversee American Red Cross swim lessons.

Knowledge, Skills, and Abilities Required

- Ability to react calmly and effectively in emergency situations.
- Skill in the application of life guarding surveillance and rescue techniques.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

Education and Experience

Must have American Red Cross Lifeguard Certification, CPR/FPR certification including AED, and First Aid. Must have Waterfront Safety Instructor Certification.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, run, sit, talk and hear; jump, climb and swim. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly outdoors with indoor work as necessary.

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. This is a non-exempt position.

Revised 1/31/2018

Town of Avon

Lifeguard

Job Description

Description

Lifeguards are expert swimmers trained in rescue and first aid, who ensure the safety of swimmers at recreational sites. Lifeguards spend most of their work time monitoring the swimming area for situations that could lead to accidents and watching for signs of distress. They enforce all site rules and regulations.

Lifeguards report to the Head Lifeguard and/or the Aquatics and Assistant Aquatics Director and/or Recreation and Parks Director.

Duties and Responsibilities

- Maintains constant surveillance of patrons in the water, beach area and/or facility. Acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Keeps up with practices, policies and procedures including, but not limited to Emergency Action Plan, American Red Cross certifications, CPR for the professional rescuer, AED and first aid certifications.
- Performs miscellaneous job-related duties as assigned and required to maintain cleanliness, health and safety of waterfront beach and facilities.
- Oversee American Red Cross Swim Lessons.
- Performs related work as required.

Knowledge, Skills, and Abilities Required

- Attentiveness.
- Ability to react calmly and effectively in emergency situations.
- Ability to swim long distances.
- Motivated to maintain physical strength and endurance needed to perform job with frequent in-service training which includes rowing and swimming daily.
- Skills in the application of life guarding, surveillance and rescue techniques.
- Ability to prepare routine administrative paperwork.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Works well with children.

Education and Experience

Must have American Red Cross Lifeguard Certification, CPR/FPR certification including AED, and First Aid. Waterfront Safety Certification is required.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, run, sit, talk and hear; jump, climb and swim. The employee is required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly outdoors. Some indoor work is required as well.

General Guidelines

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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Revised 1/31/2018

Town of Avon Gate Attendant

General Description

Greets patrons, collects fees, monitors patron attendance daily, process program registrations and swim membership sales via MyRec software. Processes daily accounting reports. Answers phones, updates voicemail, retrieve voicemail messages. Coordinates swim lessons with Assistant Aquatics Director; Operates office equipment including phone, copier, fax, cash register.

Responsibilities

Receives oral or written instructions from supervisor. Monitors and records the number of patrons attending the pool on a daily basis. Plans work according to established office procedure. Greets patrons and assists them with program registration process. Ability to maintain confidentiality of medical information as well as credit card information. Receives and screens telephone calls. Responds to routine inquiries concerning the Sycamore Hills Park. Receives, records and processes various fees. Operates office equipment such as (but not limited to) computers, calculators, copiers, and fax machines. Enters and retrieves information through a computer. Works closely with Aquatics/Facility Directors with organizing swim lessons.

General Duties

Oversees all aspects of the Gate Attendant office daily. Relieves other gate office staff as needed. Performs related tasks as required.

Supervision Received

Receives general supervision from department or division head, and functional supervision from Administrative Coordinator.

Qualifications Profile

The skills and knowledge required would generally be acquired with a high school education. Ability to apply common sense understanding to carry out instructions furnished in written, oral or schedule form. Ability to interact with the public. Ability to understand the programs and services offered by the department. Ability to operate office equipment. Ability to acquire skill to operate data or word processing equipment.

License or Certificate

Not Applicable

Nonessential Duties

Performs related work as required.

Revised 2/16/2022

Town of Avon

Swim and Water Safety Instructor

Job Description

General Description

Under close supervision of the Aquatics Director(s) plans, organizes, and provides quality swimming and water safety instruction within the guidelines and recommendations of American Red Cross (ARC) Swimming and Water Safety Courses.

Duties and Responsibilities

- Plans and organizes teaching outlines, methods and goals that support the general teaching outlines provided by the Aquatics Director and the ARC Swimming Program.
- Organizes and directs activities of assigned students in order to provide a high level of quality instruction for all students.
- Insures that all students are thoroughly involved in meaningful instruction.
- Establishes positive public relations with parents/guardians of class students helping them recognize and understand swimming developments and achievements.
- Resolves simple public complaints in matters related to swimming instruction and refers other complaints to the Aquatics Director.
- Enforces pool safety standards and facility operational rules for all individuals using the facilities.
- Helps organize and assists in the development of special programs, activities or instruction.
- Completes and submits records and documentation of completed lessons to the Aquatics/Facility Director and the ARC office.
- Performs related duties as required.

Minimum Qualifications

Education and Experience:

- Must be at least 16 years of age.
- Must be a high school graduate or currently attending high school.

Special Requirements

- Must possess ARC First Aid Certification, ARC Water Safety Instructor Certification and ARC CPR/FPR Certification.

Necessary Knowledge, Skills and Abilities

- Outstanding aquatic skills and proficiency.
- Ability to demonstrate a pleasing personality and positive/assertive character traits.
- Ability to communicate effectively with children and adults.
- Ability to remain alert, attentive, and responsible.

- Ability to be a team player.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds, and occasionally must aide in the rescue of drowning swimmers. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee occasionally is exposed to wet and dry conditions.

Revised 1/31/2018

Town of Avon

Head Coach, Swim Team

Job Description

General Description

The Head Coach works under the direct supervision of the Director. The Head Coach is the key leader of our swim team responsible with the overall delivery and execution of the swim team program. The Head Coach serves as a motivational figure that inspires high morale, encourages individual athletes and builds team cohesiveness by working with and mentoring staff. Head Coach attends all team functions, meets and practices.

Duties and Responsibilities

- Work with the Director to coordinate the setting of meet entry guidelines, planning and scheduling of all swim related programs, i.e., practice groups, clinics, and meet participation.
- Conduct, maintain, create and organize records, schedules, individual and team entries.
- Oversee communication with swimmers, parents, assistant coaches, meet officials and supervisors.
- Coordinate the technical direction and planning of workouts by all coaches; ensure that the workouts are structured with focus on skill development and endurance.
- Supervise athletes at practices and at meets, assuring proper conduct and safety.
- Attend and serve as deck coach for morning and/or evening practices during the season.
- Attend scheduled swim meets and championship meets for all age groups.
- Work with Aquatics Director(s) to evaluate the assistant coaches and programs seasonally.

Knowledge, Skills, and Abilities Required

- Experience in developmental coaching of swimmers including strong teaching skills and knowledge of stroke development.
- Must be at least 18 years of age with a strong swimming background with at least 1 –2 years of assistant coaching experience of some capacity.
- Operates under established guidelines and conducts himself/herself in a professional manner while performing duties.

Education and Experience

Must possess current American Red Cross Lifeguard Certification, CPR/FPR Certification including AED, and First Aid, Waterfront Safety Instructor Certification, coaching certification desirable.

Physical Requirements

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Work Environment

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General Guidelines

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Revised 1/31/2018