

**Town of Orleans
Recreation Department
Job Description
Swim Program Aide**

Summary:

The Swim Program Aide position is for swimmers age 14 to 16. This position will assist the Orleans Recreation aquatics staff with general swim program supervision, equipment and maintenance, and assist in administering swimming lessons under the supervision of WSI staff. The Swim Program Aide's primary function is to assist in the overall maintenance and the safety of the swim lesson areas and its participants. **DOES NOT DIRECTLY OR PHYSICALLY HANDLE EMERGENCY PROCEDURES**

Supervision:

Swim Program Aides will work under the general supervision of the Swim Program Director. All Orleans Recreation Swim Staff and the Recreation Director and Recreation Program Coordinator also supervise the position as the need arises.

Job Environment:

Pond waterfront: Primarily on the beach and in the swim lesson swim area, hours may vary between 8:00 AM to 2:00 PM Memorial Day through Labor Day. *Will receive intermittent breaks from the sun.*

Essential Functions:

- Report to the Swim Director on duty in a timely manner for assigned shifts.
- Assist in maintaining the safety of all at the beach site under the guidance of the Swim Director, Water Safety Instructor, and/or a Lifeguard.
- Interact with the public on the beach, answer questions, and assist swim program patrons with problems as much as feasible while maintaining a professional and courteous relationship with the public.
- Maintain equipment and supplies in good working condition and report any issues
- Assist in the supervision of the Orleans Recreation Swim Program.
- Assisting at the WSI with the implementation of swim lessons
- Remove or notify the Beach Supervisor, Head Water Safety Instructor, or Lifeguard of any dangerous objects from the beach and water line that may pose a danger to participants.
- Responsible for swim area maintenance- including set-up and some cleaning duties.
- Attends and participates in all required training sessions.
- Responsible for adherence to all beach ordinances and Town of Orleans Recreation Department rules, regulations and policies.
- **DOES NOT DIRECTLY OR PHYSICALLY HANDLE EMERGENCY PROCEDURES**

Qualifications:

Must be between 14 and 16 years of age

- All Swim Program Aides must participate in the Staff training offered by the Orleans Recreation Department.
- All Swim Program Aides are required to work all scheduled shifts per week and attend all training, skills, and drills.
- Swim Program Aides are expected to:
 - Fulfill their weekly shift commitments.
 - Participate fully and attentively in all swim lessons assigned to
 - Meet expectations by providing accurate, timely, and predictable service.
 - Solve problems, demonstrate initiative, and provide follow-up in a timely manner.

Necessary Knowledge, Ability, and Skill:

- Department Policy and Procedures set forth in the Swim Staff Manual
- CPR and First Aid Certification is strongly recommended.
- Experienced swimmer with stroke knowledge
- Works well with children
- Maintain an open line of communication.
- Positive Attitude
- Interact with patrons and participants in a professional manner.
- Deal with volatile situations with professionalism
- Responsible for referring more complex matters to the supervisor for follow-up.

Physical Requirements:

- Maintains own good physical condition, good vision and auditory skills,
- Ability to demonstrate running, swimming and paddling skills
- Ability to lift and move equipment.