



City of Ames Recreation Assistant - Aquatics

SALARY	\$22.95 - \$24.35 Hourly	LOCATION	50010, IA
JOB TYPE	Less than 20 hours/week	JOB NUMBER	23-PRRA-02
DEPARTMENT	Parks and Recreation - Temporary & Part-time positions	OPENING DATE	02/26/2024
CLOSING DATE	3/25/2024 5:00 PM Central	FLSA	Non-Exempt
BARGAINING UNIT	MERIT	RESIDENCY REQUIREMENT?	No

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

General Information

The City of Ames Parks & Recreation Department is currently accepting applications for the position of Recreation Assistant-Aquatics.

Candidates interested in this opportunity can expect to work an average of less than 20 hours a week, Monday - Friday.

Recreation Assistant is directly responsible for staff and volunteers in programs they oversee.

Recreation Assistant is directly accountable to the Aquatics Manager and adjunctly accountable to the Recreation Superintendent and the Director of Parks & Recreation.

Examples of Essential Job Functions

- Assist in the coordination of the development, planning, and implementation of recreation programs and activities for all ages.
- Ensure that facilities and/or playing environments are safe. Ensure all procedures and rules in place at facilities/locations are enforced.
- Assist Recreation Manager / Superintendent in staff hiring and training process.
- Schedule and supervise staff and volunteers.
- Work within a program budget.

- Complete and be responsible for required records (invoices, medical forms, incident reports, etc.).
- Recognize and respond effectively to emergencies and report issues to supervisor.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement, inspiring creativity and innovation, being customer driven, making data-driven decisions, committing to diversity, equity, and inclusion, championing employee involvement, striving for excellence, having fiscal stewardship, acting with honesty and integrity, exhibiting leadership, choosing a positive attitude, respecting one another, promoting safety and wellness, and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

Qualifications

Required Qualifications

- Must be at least 18 years of age.
- Must possess a valid driver's license.
- One or more years of experience working in a recreation environment (aquatics experience preferred).
- Leadership and supervisory experience.
- Must be able to obtain American Red Cross Lifeguard, lifeguard instructor and water safety instructor certifications within six (6) months of hire date.

Preferred Qualifications

- Two or four year degree in recreation or related field of study.
- Current Water Safety Instructor Trainer (WSIT) and/or Lifeguard Instructor Trainer (LGIT) American Red Cross certification(s).
- Prior experience, knowledge, and supervision of American Red Cross Learn-to-Swim programs.
- Prior experience with the scheduling, supervision, and training of aquatic staff.
- Understanding and knowledge of the City of Ames Parks and Recreation Aquatics Programs.

Knowledge and Skills

- Experience in organizing and leading recreation programs for all ages.
- Ability to communicate with participants, managers, parents, and staff effectively.
- Demonstrate initiative, dependability, organization, enthusiasm, leadership, and a desire to serve the public.
- Experience working with all ages is preferred.

Professional Expectations

- Understand, appreciate and embody the City of Ames Core Values.
- Maintain an exceptional level of safety.
- Maintain a professional appearance and demeanor (calm and courteous) at all times.

Supplemental Information

Selection Process:

The selection process consists of an evaluation of education and experience, an interview, completion of a motor vehicle record check and criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

E-Verify Process:

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documents as soon as possible after the job offer has been made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Persons with disabilities must submit requests for ADA testing accommodations to the Human Resources Department prior to the application deadline.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

Agency

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

<http://www.cityofames.org/jobs>

Recreation Assistant - Aquatics Supplemental Questionnaire

***QUESTION 1**

Are you currently certified as an American Red Cross Lifeguard? If YES, please provide the certification number or attach the certificate to your application.

***QUESTION 2**

Are you currently certified as an American Red Cross Water Safety Instructor (WSI) or Trainer (WSIT)? If YES, please provide the certification number or attach the certificate to your application.

***QUESTION 3**

Are you currently certified as an American Red Cross Lifeguard Instructor (LGI) or Trainer (LGIT)? If YES, please provide the certification number or attach the certificate to your application.

***QUESTION 4**

What experience do you have with the American Red Cross Learn-to-Swim program?

*** Required Question**