



**MANSFIELD PARKS AND RECREATION DEPARTMENT  
JOB DESCRIPTION**

**JOB TITLE:** Seasonal Aquatic Specialist  
**REPORTS TO:** RECREATION SUPERVISOR, AQUATICS

**PURPOSE:**

To assist Recreation Supervisor with seasonal operations of Bicentennial pond. Assigned tasks relating to water safety management, Mansfield Community Center and Bicentennial Pond (BCP) operations, and aquatic programs.

**GENERAL DESCRIPTION:**

Under the supervision of the Recreation Supervisor, the Seasonal Aquatic Specialist is responsible for assigned aspects of water safety management, MCC & BCP operations, and the implementation of MCC & BCP aquatic programming in the absence of the Recreation Supervisor. The SAS is responsible supporting the Recreation Supervisor with enforcing facility rules and regulations, directing and supervising the work assigned lifeguards, problem solving, handling emergency, aquatic programming, and customer service. S/he must have excellent customer service and public relations skills and handle all MCC & BCP aquatic issues in a professional manner. The SAS must wear appropriate uniform and clothing to be recognizable to public and staff. The SAS must act as a role model for other staff to encourage a team oriented environment. SAS is also responsible for reporting any/all issues to Recreation Supervisor, and working with the Camp Director to resolve issues.

**RESPONSIBILITIES:**

- Assists with supervising of the MCC & BCP aquatic area
- Lifeguard as needed/ fill open shifts as needed
- Handle First Aid and water rescue situations.
- Provide CPR as necessary.
- Follow and enforce the proper LG rotation at MCC & BCP.
- Assist in filling out any necessary forms.
- Assists in maintaining control of staff and patrons at MCC & BCP.
- Assigns responsibility to the lifeguards in and out of the guard chair.
- Report any staff problems or situations to the Recreation Supervisor.
- Inform the Recreation Supervisor when supplies are needed or equipment needs to be repaired or replaced.
- Maintains positive public relations.
- Primary work is during camp operational hours
- Performs opening duties on a daily basis.
- Enforces MCC & BCP rules.
- Sets a positive example for the rest of the staff to follow.
- Assist with camp aquatic programs
- Maintains paperwork and log books.
- Report any safety and operational issues to Recreation Supervisor.
- Enforces orderly staff rotation and lunch breaks.
- Oversees the boating (canoeing/ kayaking) programs during camp hours
- Assists with the administration of swim tests for camp participants

## **PHYSICAL AND MENTAL REQUIREMENTS:**

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.

- Must be mobile with the ability to get from one location in the office or work site(s) to other locations in the office or work site(s). Ability to sit and/or stand for long periods of times.
- Ability to reach and bend, and push/pull or lift objects less than fifty (50) pounds.
- Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy.
- Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps, or diagrams and read from a computer monitor. Ability to see objects far away.
- Ability to hear normal sounds with background noise as in hearing using a telephone. Ability to distinguish verbal communication and communicate through speech. Ability to speak clearly with volume.
- Ability to communicate effectively in oral and written form.
- Ability to concentrate on fine detail with constant interruption, some pressure and changing priorities, and return to unfinished tasks when distracted and complete them efficiently.
- Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied, or previously learned.
- Ability to use knowledge and reasoning to solve problems.
- Ability to learn and have an understanding of new information, methodologies and techniques and how they apply to departmental goals and operations.
- Ability to concentrate on task for more than 60 minutes at a time.
- Works in indoor pool. Office work is subject to interruptions, heavy traffic flow and heavy work volume expectations.
- Full mobility in order to teach swimming in the water and rescue any adult or child in distress.
- Ability to maneuver around BCP and quickly respond in an emergency.
- Ability to swim, dive, and rescue.
- Ability to operate computer and other typical business equipment.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

Good knowledge of aquatic programs, equipment and rescue techniques.

Knowledge of rules, regulations, policies and procedures used by the Parks and Recreation Department

Ability to make decisions following established policies and operating procedures.

Ability to establish and maintain effective working relationships with Town staff, volunteers, sponsors, and the general public.

## **QUALIFICATIONS:**

Aquatic Specialist must meet the following criteria:

- Current certification in Waterfront Lifeguard Training, CPR, and First Aid.
- WSI highly recommended
- Ability to enforce rules and regulations
- Demonstrates exceptional customer service skills
- Demonstrated ability to direct and lead staff
- Previous supervisory experience or leadership experience highly recommended.

*The above job description is illustrative only, and is not a complete itemization of all facets of the job.*