

CITY OF WILLIAMS
SUMMER LIFEGUARDS AND RECREATION AIDE

The City of Williams is now accepting applications for the **seasonal, non-benefits** positions of **Lifeguard** at \$11.31/hour. Training for certification will be provided. Must pass background and fingerprint checks.

The **seasonal, non-benefits** position of **Recreation Aide** extends from 5/30/17 – 9/30/17, at \$10.57-\$11.31/hour DOE with several openings available. Work schedule will be Monday – Saturday with differing shifts for 20-40 hours/week and additional hours for some special events. Must pass background and fingerprint checks.

Employment applications are available at www.williamsaz.gov or at City of Williams, 113 S. 1st Street, Williams, AZ 86046. Please email application to pgalvan@williamsaz.gov or deliver to City Hall as soon as possible. Positions are open until filled.

The City of Williams is an Equal Opportunity Employer

PLACEMENT OF AD: Williams-Grand Canyon News
DATES TO RUN AD: March 22th, 29th, and April 5th

**City of Williams
Position Description
(Grade 2)**

Summary of Position

Monitors activities at the Aquatics Center and performs lifeguarding and swim instruction

Organizational Relationships

1. Reports to: Aquatics Coordinator, Head Lifeguard, or designated Acting Head Lifeguard 2. 2.
2. Directs: This is a non-supervisory position.
3. Other: Delivers customer service in a courteous, professional manner at all times.

Essential Duties

- Climbs up and sits on guard chairs approximately six feet from ground level, rotating position every 15-30 minutes.
- Walks the deck area to listen to and observe swimmers and patrons in the water and on the pool deck for potential accidents and incidents.
- Enters chemically-treated pool water to maintain skill levels required by Red Cross Lifeguard Certification and rescues persons in trouble.
- May be requested to participate in swim lesson instruction, checking the pool equipment, checking water chemistry and monitoring mechanical systems.
- Demonstrates respect for co-workers and a strong team-oriented environment.
- Provides quality customer service. Answers requests for information; responds to complaints and attempts to resolve them; greets the public promptly and professionally.
- In a positive, courteous manner, verbally enforces policies, rules, regulations and ordinances governing the conduct of people using the swimming pool and pool deck area. Asks for assistance when needed to maintain safe behavior of all pool patrons.
- Reports verbally and in writing any physical or unsafe hazards or conditions to the Aquatics Coordinator, Head Lifeguard or Acting Head Lifeguard.
- Makes daily written entries into a logbook to outline and document the day's activities.
- Sweeps and hoses down pool decks, requiring continuous and repetitive arm, hand and eye movements.
- Performs maintenance tasks such as cleaning of the locker rooms, sweeping and or scrubbing floors, bathrooms or emptying garbage cans, painting during building maintenance.
- Lifts and/or moves equipment weighing up to 50 pounds, such as lane lines, vacuum hoses, pool tarps, lifeguard chairs, or recreation equipment, 200 feet or more on a daily basis.
- Alert at all times to the needs of the facility and accommodates those needs without being asked. Must assist in any area of the pool when requested.
- Performs other related duties, as directed, requested, or assigned.

Job Knowledge, Skills and Abilities

- Knowledge of current lifesaving techniques swimming pool health regulations and laws.
- Possesses Lifeguard Certificate, CPR Certificate and First Aid Certificate.
- Ability to act quickly and calmly in emergencies.
- Ability to communicate effectively with co-workers and the general public.
- Ability to maintain near-perfect attendance and punctuality.

General Information

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 duties, responsibilities, and skills required of personnel so classified.

**City of Williams
Position Description
(Grade 1)**

Summary of Position

Performs sub-professional work of a specialized nature in the conduct of recreation activities and performs custodial and clerical tasks at recreation facilities.

Organizational Relationships

1. Reports to: Recreation Director
2. Directs: This is a nonsupervisory position that may be supervised by Recreation Aide II, Recreation Coordinator or Recreation Director.
3. Other: Works closely with the general public, particularly parents and children ranging in age from 4 to 20.

Essential Duties

- Assists with athletic contests and special athletic or sports events.
- Organizes games and assists with instruction in the rules of play.
- Conducts children's activities, such as story-telling, paper coloring, box play and other low organization games.
- Assists in conducting special recreation activities, related to arts and crafts, dancing, or drama, and chaperones attendees at dances.
- Checks equipment in and out and maintains it as necessary.
- Performs routine custodial work.
- Keeps records and attends meetings and workshops.
- Maintains discipline and order among participants and patrons at recreational facilities, enforcing compliance with Recreation Department's rules.
- Observes necessary precautions to secure the safety of recreation participants and spectators, rendering routine first aid in case of minor injury.
- Performs other related duties, as requested, directed, or assigned.

Job Knowledge, Skills and Abilities

- Knowledge of rules and fundamentals of various competitive sports.
- Knowledge and skill in resuscitation and other first aid measures.
- Ability to pass background checks that include fingerprinting and sexual offense.
- Ability to work well with participants and to maintain discipline.
- Ability to understand and follow oral and written instructions.
- Ability to react quickly and calmly in emergencies.
- Ability to obtain American Heart Association CPR and Red Cross First Aid certifications.
- Physical ability to perform all duties required by this position.

General Information

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 duties, responsibilities, and skills required of personnel so classified.