



*The Town of Concord
is currently accepting applications for the limited-status position of:*

Swim Coach

(Recreation Associate)

RECREATION DIVISION OF HUMAN SERVICES DEPARTMENT

Schedule: Monday, Wednesday and Friday from 5:45 a.m. to 7:00 a.m.

This is a part-time position consisting of less than 20 hours per week

Hiring Range: \$19.50 – 25.00 per hour

Starting rate will be based on experience & qualifications.

Applications will be accepted until the position is filled.

APPLICATION PROCESS

All applicants are required to complete the Town's employment application form, which can be found under the "Attached Files" section of the job posting at www.concordma.gov/jobs. Completed applications should be sent via email to jobs@concordma.gov. Please use the subject line "Swim Coach" in your email. Resumes may be attached as additional information but cannot serve as a substitute for completing the application form.

Please do not include any information pertaining to age, race, color religion, national origin, ancestry, gender, gender identity, sexual orientation and physical/medical condition or history on your application.

Applications will continue to be accepted and may be considered until the positions are filled. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Individuals who need accommodation in order to participate in this process should contact the Concord Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:

Concord Human Resources Department

Town House, 22 Monument Square, P.O. Box 535, Concord, MA 01742

978-318-3025

jobs@concordma.gov

Swim Coach

Department: Human Services, Recreation Division Salary Grade: MISC
Reports To: Beede Program Manager FLSA Status: Hourly
Appointed By: Town Manager Date: October 2017

GENERAL SUMMARY:

Under the general supervision of the Beede Program Manager, performs varied tasks in instructing and administering Aquatics programs. Responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of judgment and initiative in completing tasks, particularly in situations not clearly defined by precedent or established procedures. Incumbent is called upon to handle a significant amount of details, each varying from the other in substance and content, requiring incumbent to approach workload with flexibility.

ESSENTIAL JOB FUNCTIONS:

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

- ◆ Provides participants of various ages and abilities with workouts and advises on swimming technique.
- ◆ Remains aware of all fitness and pool related classes and programs run by the Recreation Division.
- ◆ Provides adequate notice if unable to work a scheduled shift; arranges for a substitute coach and obtains approval from Management.
- ◆ Arrives on time and is ready to work when each assigned practice begins.
- ◆ Attends mandatory in-service training sessions and staff meetings.

SUPERVISORY RESPONSIBILITY:

- ◆ None

EDUCATION & EXPERIENCE:

- ◆ Required certifications: CPR for the Professional Rescuer, AED. Water Safety Instructor, ASCA certification or equivalent.
- ◆ Preferred certifications: Lifeguard Training

KNOWLEDGE, SKILLS & ABILITIES:

- ◆ Specialized knowledge in Aquatics. Ability to teach and mentor members in skill-development and to fairly and tactfully enforce facility rules and regulations.
- ◆ Excellent communication skills. Ability to communicate effectively with all members of the public, including children and young adults, in a courteous manner.

- ◆ Ability to maintain a variety of records and statistics.
- ◆ Ability to deal with multiple tasks at the same time.
- ◆ Regular attendance at the workplace is required.

WORKING CONDITIONS & PHYSICAL DEMANDS:

Regularly required to stand, walk, crouch, stoop, reach, crawl, climb, talk, sit and hear for extended periods. Regularly required to use hands to finger, handle, and feel objects or equipment. Noise is moderate to loud at times and some work may be performed outdoors under various weather conditions. Vision and hearing at or correctable to normal ranges.

Some work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc. Frequently subjected to the demands of other individuals and the volume and /or rapidity with which tasks must be accomplished.

Operates computer, printer, video display terminal, typewriter, calculator, telephone, copier, facsimile machine and all other standard office equipment requiring eye-hand coordination and finger dexterity. Operates pool and fitness equipment.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.

This 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.