



**City of Batesville  
Job Description  
Job Title: Community/Aquatics  
Aquatics Attendant  
(Part-Time)**

**Exempt (Y/N):**

**Shift:** Variable

**Department:** Parks

**Supervisor:** Aquatics Coordinator

**Prepared By:** Brandon Shrader

**Dot Code:**

**Location:** Community/Aquatics Center

**Employee Name:**

**Date:** 3-8-2017

**Summary:** The Batesville Community Center and Aquatics Park is seeking a dedicated and reliable individual for this position. This position will provide the right individual an excellent opportunity to become part of a friendly, team oriented work environment. The successful candidate will be responsible for greeting patrons, assisting with pool/party rentals, security checks, assisting lifeguards, constant cleaning, and the handling of all other general patron inquiries.

**Essential Duties and Responsibilities** include the following, but are not limited to:

Enforce and adhere to all rules and regulations pertaining to the pool area.

Perform security checks of all bags and coolers entering the facility.

Answering of telephone and distributing messages accordingly.

Assist lifeguards and other staff with various projects.

Administer CPR/AED and first aid in the event of an injury.

Record all accidents in full detail with accident report forms and submit to Aquatics Director, Recreation Superintendent, and Parks Director.

Ensure the safety of all participants and staff at the pool.

Participate in staff in service and training's pertaining to CPR/AED and First Aid skills as deemed necessary.

Follow and administer department policies, guidelines and crisis management procedures.

Monitor active number of pool users to guarantee the facility is not in violation of Arkansas Health Department Bather Code Law.

Additional duties as deemed appropriate by the supervisor.

**Requirements:**

Applicants must possess a valid Driver's License. Must be willing to submit to and pass a drug test. Background check will be administered. Ability to lift 25 pound packages on a regular and consistent basis.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to citizens and city employees. Must be able to read, write and speak the English language.

**Working Hours:**

The Batesville Community Center and Aquatics Park is looking for variable hours per week. Need to be available for work throughout the week and weekends.

**Compensation:**

Depending upon experience & qualifications..