



## **Job Description: Assistant Park Director Hurley Recreation Association**

**Job Summary:** The Hurley Recreation Association is seeking an Assistant Park Director for Summer 2021. The Assistant Park Director will assist the Park Director with responsibilities to oversee all activities in and around the pool at the Hurley Rec. The position is responsible for supervising staff and members participating in pool-related activities and for the life and protection of people swimming or otherwise using the recreational facilities of the pool. The position is seasonal and requires a commitment to work from June 1st – Labor Day, in addition to mandatory staff training.

### **Essential Job Functions:**

- Monitor pool area during operating hours
- Enforce water regulations
- Supervise lifeguards and swim instructors at the park
- Provide training in proper lifesaving, first aid, and CPR techniques
- Manage COVID related regulations.
- Assist Park Director in creating and executing weekly activity calendar
- Provide knowledge of emergency first-aid practices and procedures
- Oversees daily housekeeping/cleaning of pool and pool area
- Provide for a fun, family friendly atmosphere.
- Lifeguard when needed.

### **Qualifications:**

- Must be at least 18 years old and have at least two seasons of experience as a Lifeguard
- CPR and First Aid Certifications required
- Knowledge of the principles and practices of water safety and artificial respiration sufficient to train and oversee a staff of lifeguards
- Ability to plan and supervise the work of others
- Ability to maintain simple records and accounts
- Ability to rescue swimmers in trouble and to administer proper lifesaving and first aid techniques
- Ability to operate water safety equipment
- Subject to child safety background check.



**Compensation:** Hourly

**Job Type:** Seasonal / Temporary

**Reports to:** Park Director of Hurley Recreation Association

**Experience:**

- Recreational experience working with children
- Facilities and maintenance
- Pool maintenance
- Lifeguard: 1 year (Preferred)

**License:**

- CPR/ First Aid Certification (Required)
- Lifeguard (Preferred)
- Water Safety Instructor (preferred)

**Submit resume and letter of interest by April 1, 2021 to:**

- [hurleyrec.org](http://hurleyrec.org)
- [Google forms](#)