

# City Of Torrington

Torrington Parks and Recreation  
153 South Main Street  
Torrington, CT 06790



Tel: (860) 489-2274  
Fax: (860) 489-2588  
[www.torringtonct.org](http://www.torringtonct.org)

## **TORRINGTON PARKS AND RECREATION DEPARTMENT AQUATICS DIRECTOR**

**GENERAL STATEMENT OF DUTIES:** Supervises all lifeguards working at the pool. Responsible for the scheduling and directing of lifeguards and activities.

**SUPERVISION RECEIVED:** Directly responsible to the Superintendent of Parks & Recreation.

### **JOB DESCRIPTION:**

- A. Supervises all lifeguards at the city swimming area and splash pad. Includes developing and coordinating a work schedule to ensure proper coverage of the swimming areas during operating hours (this includes getting replacements for people that call in.)
- B. Call WZBG and the Parks and Recreation Office between 8:15 - 8:25 AM in the event that you are cancelling swim lessons.
- C. Supervises the entire pool complex (staff, people, area, and facilities.)
- D. Enforce regulations pertaining to conduct, food and drink, clothing, proper use of equipment, boisterous actions; warn and/or eject those who fail to comply with rules.
- E. Administers and documents disciplinary action as necessary with staff and participants and communicates any action taken to the Superintendent of Parks and Recreation.
- F. Prevent accidents and protect individuals from drowning.
- G. Determine a person's swimming ability (if in doubt.)
- H. Learn, practice, demonstrate, and review the emergency procedures at the pool complex.
- I. Insure that all equipment is in place and appropriate security precautions are taken at the end of the day.
- J. Make periodic inspections of equipment and facilities and report unsatisfactory conditions to the Superintendent of Parks and Recreation.
- K. Suggest equipment needs to the Superintendent of Parks and Recreation.
- L. Uphold professional standards while on duty by:
  - 1. Reporting promptly, in proper uniform.
  - 2. Keeping alert, avoiding unnecessary talking with patrons.
  - 3. Maintaining standards of behavior, tactful but firm.
  - 4. If unable to report for duty, notify the Superintendent of Parks & Recreation in sufficient time to permit taking of appropriate actions.
- M. File reports as needed. This includes accidents, incidents, and attendance records. An end of the year report including how the year went, requests for supplies for next year, etc.
- N. Attend all staff training or other meetings as required. Train staff as needed.
- O. Work with Gate/Concession Coordinator and have weekly meetings to discuss any issues.
- P. When scheduled to do so, deposit funds at the Bank of America daily.
- Q. When scheduled to do so, deliver envelope with receipts for daily transactions to the Parks and Recreation Department daily.
- R. Coordinate – deposits and deliver daily receipts with other supervisors.
- S. Perform other duties as assigned.

**QUALIFICATIONS:**

A. Minimum age is 18.

B. Training: Current American Red Cross Lifeguard Training, Current American Red Cross Certification in Advanced Lifesaving and Water Safety Instructor, Current American Red Cross Certification in Standard First Aid and Personal Safety, and Current certification in CPR.

C. Experience: Minimum of two years working as a lifeguard at a pool, camp, waterfront, lake or ocean beach area. Preferred two years working in a supervisory role at a pool, camp, waterfront, lake or ocean beach area.

D. Screening Tests: All candidates may have to pass the following tests before being given final consideration: 50 yard free style, 500 yard crawl, 25 yard side stroke with victim, one minute treading water.

AA/EOE

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## **TORRINGTON PARKS AND RECREATION DEPARTMENT ASSISTANT AQUATICS DIRECTOR**

**GENERAL STATEMENT OF DUTIES:** Must have the confidence and ability to work individually and handle issues as they arise. If they have problems, consult with the Aquatics Director. If there is not a Head Life Guard on duty the Assistant Aquatics Director must test that water every 2 hours, stopping at 6:00 PM.

**SUPERVISION RECEIVED:** Directly responsible to the Aquatics Director

### **JOB DESCRIPTION:**

- A. Supervise the entire pool complex (staff, people, area, and facilities.)
- B. Enforce regulations pertaining to conduct, food and drink, clothing, proper use of equipment, boisterous actions, and warn and/or eject those who fail to comply with rules.
- C. Prevent accidents and protect individuals from drowning.
- D. Determine a person swimming ability (if in doubt.)
- E. Learn, practice, demonstrate, and review the emergency procedures at the pool complex.
- F. Ensure that all equipment is in place and appropriate security precautions are taken at the end of the day.
- G. Make periodic inspections of equipment and facilities and report unsatisfactory conditions to the Aquatics Director and/or Superintendent of Parks and Recreation.
- H. Suggest equipment needs to the Aquatics Director and/or Superintendent of Parks and Recreation.
- I. Uphold professional standards while on duty by:
  1. Reporting promptly, in proper uniform.
  2. Keeping alert, avoiding unnecessary talking to patrons.
  3. Maintaining standards of behavior, tactful but firm.
  4. If unable to report for duty, notify the Aquatics Director, if he/she is unavailable notify the Superintendent of Parks & Recreation in sufficient time to permit taking of appropriate actions.
- J. File reports as needed, including accident, incident, and attendance reports.
- K. Attend all staff training or other meetings as required.
- L. When scheduled to do so, deposit funds at the Bank of America daily.
- M. When scheduled to do so, deliver envelope with receipts for daily transactions to the Parks and Recreation Department daily.
- N. Coordinate – deposits and deliver daily receipts with other supervisors.
- O. Complete opening and/or closing checklist daily.
- P. Administers disciplinary action as necessary with staff and participants, in the absence of the Aquatics Director and communicates any action taken to the Superintendent of Parks and Recreation..
- Q. Perform other duties as assigned.

### **QUALIFICATIONS:**

- A. Minimum age is 18.
- B. **TRAINING:** Current American Red Cross Lifeguard Training., Current American Red Cross Certification in Community First Aid and Safety and Current American Red Cross CPR for the Professional Rescuer. Preferred: Current American Red Cross Certification in Advanced and Water Safety Instructor.

- C. EXPERIENCE: Minimum of two years working as a lifeguard at a pool, camp, waterfront, lake or ocean beach area. Preferred 1-2 years working in a leadership role at a pool, camp, waterfront, lake or ocean beach area.
- D. SCREENING TESTS: All candidates may have to pass the following tests before being given final consideration: 50 yard free style, 500 yard crawl, 25 yard side stroke with victim, one minute treading water.

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## **TORRINGTON PARKS AND RECREATION DEPARTMENT HEAD LIFEGUARD**

**GENERAL STATEMENT OF DUTIES:** Must have the confidence and ability to work independently and handle issues as they arise. If assistance is needed, consult with the Assistant Aquatics Director or Aquatics Director. Test water every 2 hours, stopping at 6:00 PM.

**SUPERVISION RECEIVED:** Directly responsible to the Aquatics Director and Assistant Aquatics Director.

### **JOB DESCRIPTIONS:**

- A. Supervise the entire pool complex (staff in the absence of the AD and Assistant AD, people, area, and facilities.)
- B. Enforce regulations pertaining to conduct, food and drink, clothing, proper use of equipment, boisterous actions; warn and/or eject those who fail to comply with rules.
- C. Prevent accidents and protect individuals from drowning.
- D. Determine a person's swimming ability (if in doubt.)
- E. Learn, practice, demonstrate, and review the emergency procedures at the pool complex.
- F. Insure that all equipment is in place and appropriate security precautions are taken at the end of the day.
- G. Make periodic inspections of equipment and facilities and report unsatisfactory conditions to a Supervisor.
- H. Suggest equipment needs to the Aquatics Director.
- I. Uphold professional standards while on duty by:
  1. Reporting promptly, in proper uniform.
  2. Keeping alert, avoiding unnecessary talking to patrons.
  3. Maintaining standards of behavior, tactful but firm.
  4. In unable to report for duty, notify the Aquatics Director, if he/she is unavailable notify the Assistant Aquatics Director. The notification must be done in sufficient time to permit taking of appropriate actions.
- J. File reports as needed, including accident, incident, and attendance reports.
- K. Attend all staff training or other meetings as required.
- L. Perform other duties as assigned.
- M. Complete opening and closing checklists on a daily basis.

### **QUALIFICATIONS:**

- A. Minimum age is 18.
- B. **TRAINING:** Current American Red Cross Lifeguard Training., Current American Red Cross Certification in Community First Aid and Safety and Current American Red Cross CPR for the Professional Rescuer. Preferred: Current American Red Cross Certification in Advanced and Water Safety Instructor.
- A. **EXPERIENCE:** Previous water safety and life guarding experience.
- B. **SCREENING TESTS:** All candidates may have to pass the following tests before being given final consideration: 50 yard free style, 500 yard crawl, 25 yard side stroke with victim, one minute treading water.

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## TORRINGTON PARKS AND RECREATION DEPARTMENT LIFEGUARD

**GENERAL STATEMENT OF DUTIES:** Responsible for the assigned water area, including the people, area, equipment, and any facilities.

**SUPERVISION RECEIVED:** Directly responsible to the Aquatics Director, Assistant Aquatics Director, and Head Lifeguard.

### **JOB DESCRIPTION:**

- A. Supervise the assigned water area (people, area, facilities.)
- B. Enforce regulations pertaining to conduct, food and drink, clothing, proper use of equipment, boisterous actions; warn and/or eject those who fail to comply with rules.
- C. Prevent accidents and protect individuals from drowning.
- D. Determine a person's swimming ability (if in doubt.)
- E. Learn, practice, demonstrate, and review the emergency procedures at the pool complex.
- F. Insure that all equipment is in place and appropriate security precautions are taken at the end of the day.
- G. Make periodic inspections of equipment and facilities and report unsatisfactory conditions to a supervisor.
- H. Suggest equipment needs to the Aquatics Director.
- I. Uphold professional standards while on duty by:
  1. Reporting promptly, in proper uniform.
  2. Keeping alert, avoiding unnecessary talking to patrons.
  3. Maintaining standards of behavior, tactful but firm.
  4. If unable to report for duty, notify the Aquatics Director, if he/she is unavailable notify the Assistant Aquatics Director, if he/she is unavailable notify a Head Life Guard. The Notification must be done in sufficient time to permit taking of appropriate actions.
- J. File reports as needed, including accident, incident, and attendance reports.
- K. Attend all staff training or other meetings as required.
- L. Perform other duties as assigned.

### **QUALIFICATIONS:**

- A. Minimum age is 16.
- B. TRAINING: Current American Red Cross Lifeguard Training., Current American Red Cross Certification in Community First Aid and Safety and Current American Red Cross CPR for the Professional Rescuer. Preferred: Current American Red Cross Certification in Advanced and Water Safety Instructor
- C. EXPERIENCE: Previous water safety and life guarding experience.
- D. SCREENING TESTS: All candidates may have to pass the following tests before being given final consideration: 50 yard free style, 500 yard crawl, 25 yard side stroke with victim, one minute treading water.

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## TORRINGTON RECREATION DEPARTMENT GATE/CONCESSION COORDINATOR

**GENERAL STATEMENT OF DUTIES:** To supervise public entrance to swimming pool area, create schedules for staff, manage inventory of concession items, and be responsible for the funds from the Concession Area and Pool Complex.

### **JOB DESCRIPTION:**

- A. Check eligibility of everyone entering pool complex. Each person must have a pass or pay.
- B. Collect passes from people entering pool complex. Return passes to people exiting pool complex.
- C. Keep daily attendance.
- D. Collect money.
- E. Let pool staff know if problems arise.
- F. Enforce rules regarding admittance.
- G. Must be able to handle money.
- H. Create an inventory of the food that is bought and hand it in on a weekly basis.
- I. When needed, tell the Senior Secretary in the Parks & Recreation Department that a Purchase Order is necessary and then go shopping for food for the Concession Stand.
- J. Keep track of refunds and keep a daily log of refunds for the Office Staff at the Park and Recreation Department.
- K. Become familiar with iPad and MyRec Software System and train staff on how the iPad and MyRec Software System correctly.
- L. Clean Concession Area daily.
- M. Schedule meetings with staff to go over new pricing, procedures, etc.
- N. When scheduled to do so, deposit funds at the Bank of America daily.
- O. When scheduled to do so, deliver envelope with the daily long sheets to the Parks and Recreation Department.
- P. Coordinate – deposits and deliver daily receipts with other supervisors.
- Q. Assist other pool staff as needed.
- R. Perform other duties as required.

### **QUALIFICATIONS:**

- A. Minimum age is 18.
- B. **EXPERIENCE:** Previous work in with Food Concessions or other retail position. Previous supervisory experience preferred.
- C. **SCREENING TESTS:** All candidates must have intrapersonal skills, be familiar with a cash register and managing a team.

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## TORRINGTON RECREATION DEPARTMENT GATE/CONCESSION ATTENDANT

**GENERAL STATEMENT OF DUTIES:** To oversee/monitor public entrance and/or concession area at pool complex.

### **JOB DESCRIPTION:**

- A. Check eligibility of everyone entering pool complex. Each person must have a pass or pay.
- B. Collect passes from people entering pool complex. Return passes to people exiting pool complex.
- C. Keep daily attendance.
- D. Collect money for concessions and/or gate admittance. Let pool staff know if problems arise.
- E. Must enforce rules regarding admittance.
- F. Must be able to handle money.
- G. Administer concession sales/transactions.
- H. Clean Concession Area daily.
- I. Keep work area clean and organized at all times.
- J. Assist other pool staff as needed.
- K. Perform other duties as required.

### **QUALIFICATIONS:**

- A. Minimum age is 16.
- B. **EXPERIENCE:** Previous work in concession or food sales or other retail position preferred.

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