



CITY OF ANKENY IOWA
invites applications for the position of:

2023 Aquatics Seasonal Positions

SALARY: See Position Description

OPENING DATE: 01/18/23

CLOSING DATE: 07/30/23 05:00 PM

FUNCTION:

The City of Ankeny is currently seeking dynamic individuals to fill our 2023 seasonal positions in the Aquatics Division for the Parks and Recreation Department.

All new applicants, or returning employees, should submit an [online](#) application to the Parks and Recreation Department as soon as possible. Pre-employment drug screen required.

Ankeny Aquatic Centers will be open from Memorial Day weekend through Labor Day. Please contact the Parks and Recreation office with any questions at 515-963-3570.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Swim Lesson Helper: \$11.25 per hour (subject to approval); Duties to include: assisting with the public swimming lessons program; recording and testing student knowledge and swimming abilities to ensure that skill objectives are met; performing related duties as required. ***Must be at least 14 years old.**

Concessions/Admissions: \$11.25 per hour (subject to approval); Duties to include: checking season passes upon entry of the facilities; collecting admission fees; checking cash each day before opening and closing; waiting on customers and handling requests; making correct change; maintaining a clean working and sitting area surrounding the admissions/concessions stands; answering incoming phone calls; enforcing all general pool rules. ***Must be at least 16 years old.***

Water Slide Attendant: \$12.00 per hour (subject to approval); Duties to include: enforcing all safety and pool policies regarding water slide use; enforcing all general pool rules; assisting with cleaning and maintenance duties as required; rotating positions and assisting in admissions/concessions as needed; may perform First Aid/CPR/AED as needed. Required certifications upon first day of duties: American Red Cross First Aid/CPR/AED or American Heart Heartsaver. Training course options are available for those interested. Please contact the Parks and Recreation office for details regarding First Aid/CPR/AED training. ***Must be at least 16 years old.***

Aquatics Maintenance: \$13.00 per hour (subject to approval); Duties to include: maintaining general cleanliness and safe operations of the facilities; stocking and shelving supplies as needed; power-washing and cleaning of both interior and exterior areas of the facilities; must be able to work early morning hours before pools open. ***Must be at least 16 years old.***

Lifeguard: \$14.50 per hour (subject to approval), Duties to include: guarding swimming areas and observing swimmers to ensure safety; may perform rescue duties as needed; enforcing all safety rules and regulations within pool facilities; assisting with cleaning duties and maintenance as required. Required certifications upon first day of duties: American Red Cross Lifeguarding, First Aid, CPR for the Professional Rescuer, and AED. Training course options are available for those interested. Please contact the Parks & Recreation Office for details on local lifeguarding classes. ***Must be at least 15 years old.***

Water Safety Instructor: \$16.50 per hour (subject to approval); Duties to include: teaching public swimming lessons; recording and testing student knowledge and swimming abilities to ensure that skill objectives are met; initiating emergency procedures when necessary; issuing certificates verifying student completion of lessons; performing related duties as required. Required certifications: Current American Red Cross Water Safety Instructor certification, Lifeguarding, First Aid, CPR for the Professional Rescuer, and AED. Please contact the Parks and Recreation office for details on local WSI classes ***Must be at least 16 years old.***

For a complete detailed description of the listed positions and all other Aquatics positions, please refer to "Jobs Descriptions" under the Employment Opportunities section of the City's web page.

ENTRY REQUIREMENTS AND SKILLS:

Ability to provide excellent customer service.
 Ability to stand, walk and kneel in the performance of assigned tasks.
 Clean and neat appearance.
 Effective interpersonal skills, including conflict resolution skills.
 Effective leadership skills.
 Tactful and effective communication skills.
 Have and maintain acceptable background information, including criminal conviction history.
 Pre-employment drug screen required.

WORKING CONDITIONS:

- Outdoor setting.
- Must be adaptive to all weather conditions.

The City of Ankeny is an equal opportunity employer and is committed to fair and equal treatment of all employees without regard to race, color, age, religion, sex, sexual orientation, gender identity, ancestry, national origin, or handicap that does not interfere with job performance with reasonable accommodation. The City of Ankeny is committed to providing access, equal opportunity and reasonable accommodations for individuals with disabilities who wish to apply for or serve as employees. To request a reasonable accommodate, contact the Human Resources Department at 515-965-6400 or email dgean@ankenyiowa.gov.

With a population of more than 70,000, Ankeny is one of the fastest-growing cities in the Midwest. Incorporated in 1903, the city is located just north of Des Moines, Iowa's capital city. Ankeny was named one of the Top 100 Places to Live by Money magazine, Bloomberg Businessweek's Best Places to Raise Kids, and Family Circle's Top 10 Best Towns for Families. Ankeny also has been designated a Playful City USA community by KaBOOM!. Ankeny offers an enviable quality of life with pedestrian friendly neighborhoods, numerous recreational and cultural amenities, a thriving business community and

access to higher learning. The vibrant community and its leaders are active and engaged. More information can be found at www.ankenyiowa.gov. The City of Ankeny is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ankenyiowa.gov>

Position #00487
2023 AQUATICS SEASONAL POSITIONS
AD

410 West 1st St
Ankeny, IA 50023-1557
515-965-6400

adawson@ankenyiowa.gov

2023 Aquatics Seasonal Positions Supplemental Questionnaire

* 1. Please check all positions you are applying for:

- Aquatic Maintenance
- Lifeguard
- Head Lifeguard
- Water Safety Instructor
- Aquatics Lesson Coordinator
- Water Slide Attendant
- Concessions

* 2. Please indicate your current hiring status.

- New Hire - have never worked for the Parks and Rec Department
- Rehire - previously worked for the Parks and Rec Department
- Current Employee - actively working for the Parks and Rec Department in another role

* 3. If applying for a WSI position, do you possess a CURRENT Water Safety Instructor certificate? If "yes," please attach a copy of the certificate to your application.

- Yes
- No
- Not Applicable

4. If applying for a Lifeguard/Head Lifeguard/Aquatics Lessons Coordinator position, do you possess a CURRENT Lifeguarding certificate? If "yes," please attach a copy of the certificate to your application.

- Yes
- No
- Not Applicable

* 5. Are you at least 16 years of age or older?

- Yes
- No

* Required Question