



City of Ames

## Recreation Assistant - Aquatics Swim Lessons

<b>SALARY</b>	\$24.35 - \$25.83 Hourly	<b>LOCATION</b>	50010, IA
<b>JOB TYPE</b>	Less than 20 hours/week	<b>JOB NUMBER</b>	25-PRRA-01
<b>DEPARTMENT</b>	Parks and Recreation	<b>DIVISION</b>	Recreation
<b>OPENING DATE</b>	09/04/2025	<b>CLOSING DATE</b>	10/1/2025 5:00 PM Central
<b>FLSA</b>	Non-Exempt	<b>BARGAINING UNIT</b>	MERIT
<b>RESIDENCY REQUIREMENT?</b>	No		

Centrally located in the heart of Iowa, Ames is a vibrant, progressive community with more than 66,000 residents providing an excellent quality of life. Home to Iowa State University, Ames offers year-round recreation opportunities, diverse cultural offerings, a stable economy, safe neighborhoods, and a high-achieving school district.

### General Information

<https://www.youtube.com/embed/97rsAGfo1eQ??si=scT9GmrjhtSyJ12w&wmode=opaque&rel=0>

The City of Ames Parks and Recreation Department has an exciting opportunity for a Recreation Assistant!

Candidates interested in this opportunity can expect to work September - November 2025, Sundays 9:00am-12:30pm, plus additional 10-15 hours per week of office hours. Office hour dates and times Monday - Friday are flexible.

This position is an ongoing, part-time, less than 20 hours per week position that is not benefits or paid leave eligible.

Recreation Assistant is directly accountable to the Aquatics Manager and adjunctly accountable to the Recreation Superintendent and the Director of Parks & Recreation. Recreation Assistant is directly responsible for staff and volunteers in programs they oversee.

### Examples of Essential Job Functions

- Assist in the coordination of the development, planning, and implementation of aquatic programs for all ages.
- Ensure that facilities and/or playing environments are safe. Ensure all procedures and rules in place at

facilities/locations are enforced.

- Assist Recreation Manager / Superintendent in staff hiring and training process.
- Schedule and supervise staff and volunteers.
- Work within a program budget.
- Complete and be responsible for required records (invoices, medical forms, incident reports, etc.).
- Recognize and respond effectively to emergencies and report issues to supervisor.

Each employee is expected to continually strive to bring shared values to life through our Excellence Through People organizational culture. ETP values include: committing to continuous improvement; inspiring creativity and innovation; being customer driven; making data-driven decisions; championing employee involvement; striving for excellence; having fiscal stewardship; acting with honesty and integrity; exhibiting leadership; choosing a positive attitude; respect and dignity for one another; promoting safety and wellness; and cultivating teamwork. For leaders, this includes creating a work culture that brings these values to life. For all employees, this includes maintaining a Total City Perspective. The purpose of ETP is to deliver exceptional services to the public at the best price, and for employees to experience an enjoyable and stimulating work environment.

## Qualifications

### Age Requirement:

- Must be at least 18 years of age.

### Required Qualifications:

- Valid driver's license.
- Leadership and supervisory experience.

### Preferred Qualifications:

- Current American Red Cross Water Safety Instructor Trainer (WSI) or Lifeguard Instructor (LGI).
- Prior experience, knowledge, and supervision of American Red Cross Learn-to-Swim programs
- Prior experience with the scheduling, supervision, and training of aquatic staff
- Understanding and knowledge of the City of Ames Parks and Recreation Aquatics Programs

Please attach a copy or provide certification number for applicable certifications.

### Knowledge and Skills

- Experience in organizing and leading recreation programs for all ages.
- Ability to communicate with participants, managers, parents, and staff effectively.
- Demonstrate initiative, dependability, organization, enthusiasm, leadership, and a desire to serve the public.
- Experience working with all ages is preferred.

### Professional Expectations

- Understand, appreciate and embody the City of Ames Core Values.
- Maintain an exceptional level of safety.
- Maintain a professional demeanor (calm and courteous) at all times.

## Supplemental Information

### Physical & Environmental Characteristics

Required Physical Activities: Climbing, balancing, stooping, swimming, kneeling, crouching, reaching, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, and hearing.

General Physical Characteristics: The work involves intermittent periods of standing and sitting with sitting 25% of the time (includes using a computer); standing (but not walking) 25% of the time; standing and walking 50% of the time; frequently lifting objects under 10 pounds; occasionally lifting objects from 10 to 25 pounds; infrequently lifting objects from 25 to 50 pounds; and infrequently lifting objects over 50 pounds.

Vision Requirements: The minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects or parts, operation of machines (including inspection), and measurement devices.

Environmental Conditions: The work is performed both inside and outside. Some exposure to extreme cold, heat, wet and/or humid conditions, dirt/dust, work may be preformed in a pool, and other environmental conditions.

Equipment Used on the Job: Car, calculator, computer and related software, personnel policies manual, recreation equipment, telephone, audiovisual equipment, fax, copy machine, floor scrubber, and minor hand tools.

**Selection Process:**

The selection process consists of an evaluation of education and experience, an interview, completion of a motor vehicle record check and criminal background check, which includes a sex offender registry check. All candidates will be notified by email of their application status.

**E-Verify Process:**

The City of Ames participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered a position with the City of Ames must complete Section 1 of Form I-9 along with the required proof of their right to work in the United States and proof of their identity on their first day of employment. Please be prepared to provide required documents on your first day of employment. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 515-239-5199 or go to the US Citizenship and Immigration Services web page at: <http://www.uscis.gov>.

NOTE: Applicants with disabilities may submit requests for ADA testing or interview accommodations to the Human Resources Department prior to the test or interview.

The City of Ames is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, creed, age, religion, sex, sexual orientation, gender identity, genetic information, ancestry, national origin, marital status, disability, or protected veteran status and will not be discriminated against. Inquiries can be directed to the Human Resources Department at 515-239-5199.

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**Employer**

City of Ames

**Address**

515 Clark Ave

Ames, Iowa, 50010

**Phone**

515-239-5199

**Website**

<http://www.cityofames.org/jobs>

## Recreation Assistant - Aquatics Swim Lessons Supplemental Questionnaire

### \*QUESTION 1

Are you at least 18 years of age?

- ☐ Yes  
☐ No

### \*QUESTION 2

Are you currently American Red Cross Water Safety Instructor or Trainer (WSI/WSIT) Certified?

- ☐ Yes  
☐ No

### \*QUESTION 3

Are you American Red Cross Lifeguard Instructor or Trainer (LGI or LGIT) Certified?

- ☐ Yes  
☐ No

### \*QUESTION 4

Are you currently American Red Cross Lifeguard Certified?

- ☐ Yes  
☐ No

### \*QUESTION 5

What experience do you have with American Red Cross Learn-to-Swim program?

### QUESTION 6

Please attach a copy or provide certification number for applicable certifications.

\* Required Question