



City of Ames Aquatics Shift Leader (Fitch Family Indoor Aquatic Center)

SALARY	\$17.56 - \$18.63 Hourly	LOCATION	515 Clark Avenue, Ames, IA, 50010, IA
JOB TYPE	Part Time or Temporary	JOB NUMBER	26-3232-01
DEPARTMENT	Parks and Recreation - Temporary & Part-time positions	OPENING DATE	07/13/2026
CLOSING DATE	Continuous	FLSA	Non-Exempt
BARGAINING UNIT/MERIT		RESIDENCY REQUIREMENT?	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?&wmode=opaque&rel=0>

The City of Ames Parks and Recreation Department is currently accepting applications for the shift lead position at Fitch Family Indoor Aquatic Center!

Fitch Family Indoor Aquatic Center staff will average approximately 19 hours per week with a rotating schedule (including weekend shifts). This position will assist with staff in-service training events and participate in weekly shift leader meetings.

Under the general supervision of the Aquatics Manager and Aquatics Coordinator, the Shift Leader position provides general supervision for the aquatic staff at the Fitch Family Indoor Aquatic Center. The Shift Leader is directly accountable to the Recreation Manager and the Aquatics Coordinator, and adjunctly accountable to the Recreation Superintendent and the Director of Parks & Recreation.

This posting is open until filled.

Examples of Essential Job Functions

Primary Responsibilities:

- Oversee aquatic staffing plan (e.g. shift meeting, rotations and assignments, rescue equipment, etc.).
- Oversee patron surveillance (i.e. lifeguard alertness and vigilance, consistent rule enforcement, etc.).
- Oversee enacting of Emergency Action Plans (EAPs) as needed. Perform opening and closing procedures (unlocking/locking, lights/features, cleaning etc.) as outlined.
- Perform daily operations (e.g. chemical testing, announcements, deep water test, etc.) as outlined.
- Complete required paperwork for record keeping (e.g. incident reports, water testing, etc.) as outlined.
- Assist the Aquatics Manager & Coordinator with lifeguard orientation and in-service training.
- Assist the Aquatics Manager & Coordinator with formal and informal staff recognition and evaluation.
- Assist the Aquatics Manager & Coordinator with live action drills and performance checks.
- Supervise internal and external groups and activities (swim team, swim lessons, aqua classes, rentals, etc.).
- Complete cleaning tasks, as assigned.
- Other assigned duties as assigned by the Aquatics Manager or Aquatics Coordinator.

Distributed Responsibilities:

- Prepare work schedules and payroll.
- Perform daily facility safety checks and follow through on required action.
- Communicate with aquatic staff through various media (e.g. scheduling app, email, social media, etc.).
- Maintain current inventory of supplies and notify the Recreation Coordinator and/or Aquatics Manager of items needed.
- Oversee and/or coordinate aquatics programming as assigned.

Additional Responsibilities:

- Serve as the primary contact/person in charge during evening, morning, and weekend hours, as assigned.
- Assist the Recreation Coordinator and/or Aquatics Manager with hiring and training of aquatic staff.
- Mentor, coach, and develop all staff members.
- Oversee staff during in-service training events.
- Prepare work schedules and payroll for staff and supervises their activities.
- Delegate facility specific tasks to aquatic staff.
- Ensure proper staffing levels by calling in additional staff or cutting staff, dependent on the situation.
- Ensure compliance with state and federal laws including, but not limited to, child labor laws.
- Maintain constant monitoring for accidents or potential accidents.
- Enforce rules governing the conduct of persons at the swimming pool and warns patrons of hazardous practices.
- Recognize emergency situations and react appropriately in a quick and calm manner.
- Assist persons in distress by applying safety techniques, CPR, first aid, and water rescues as needed, within the scope of their training.

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.

Education and Experience:

- High School Diploma, G.E.D. or HiSet.
- Minimum of one year lifeguarding experience is required. Leadership experience in pool operation and management is preferred.

Licenses and Certifications:

- American Red Cross Lifeguard, First Aid and AED/CPR certification required.
- American Red Cross Water Safety Instructor (WSI) and/or Lifeguard Instructor (LGI) certification is preferred, or ability to maintain upon hire.

Candidates not possessing these certifications may still apply but the WSI and LGI certifications must be obtained upon hire, as outlined by the Aquatics Manager or designee. Certification will be provided by the City.

Please attach your American Red Cross Lifeguard/First Aid/CPR/AED certifications or other related certifications to your application!

Knowledge, Skills and Abilities:

- Knowledge of lifeguarding principles and water safety best practices.
- Knowledge of pool water quality control, mechanical functions of pool equipment and general facility safety.
- Demonstrate sufficient physical fitness, communication skills, initiative, dependability, organization, enthusiasm, leadership, and a desire to serve the public.
- Ability to maintain an exceptional level of safety and sanitation of the pool facility.
- Ability to maintain a professional demeanor (calm and courteous) at all times while on site.
- Ability to maintain a professional appearance (staff shirt w/ guard suit, khaki or red shorts) at all times while on site.
- Ability to understand, appreciate and embody the City of Ames Core Values.

Supplemental Information

Physical and Environmental Characteristics:

Examples of Equipment Used on the Job: Water rescue equipment, chemical test kits, calculator, computer and related software, personnel policies manual, recreation equipment, telephone, audiovisual equipment, copy machine, and minor hand tools

Required Physical Activities: Standing and/or sitting for extended periods of time, climbing, balancing, stooping, kneeling, crouching, reaching, walking, pushing, pulling, lifting, finger dexterity, grasping, talking, hearing, and swimming.

Physical Characteristics of Work: The work involves intermittent periods of standing and sitting with sitting 25% of the time (includes using a computer); standing (but not walking) 35% of the time; standing and walking 40% 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 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. Exposure to outside weather conditions, noise, mechanical hazards, electrical hazards, chemical hazards, and atmospheric conditions that affect the respiratory system or skin. The work may require wearing a respirator, working in confined spaces, or being exposed to extreme heat.

Selection Process:

The selection process consists of an evaluation of education and experience, interview, and completion of a 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.

Employer

City of Ames

Address

515 Clark Ave

Ames, Iowa, 50010

Phone

515-239-5199

Website

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

Aquatics Shift Leader (Fitch Family Indoor Aquatic Center) Supplemental Questionnaire

***QUESTION 1**

Are you at least 18 years of age?

- ☐ Yes
☐ No

***QUESTION 2**

Are you a high school student?

- ☐ Yes
☐ No

QUESTION 3

If you are a high school student, what is your anticipated high school graduation date? (month and year)

***QUESTION 4**

Do you have a current lifeguard instructor certification or ability to obtain one prior to the beginning of our summer season?

- ☐ Yes, I have a current lifeguard instructor certification
- ☐ I have the ability to obtain a lifeguard instructor certification prior to the summer season
- ☐ No

***QUESTION 5**

Do you have a current water safety instructor certification or the ability to obtain one prior to the beginning of our summer season?

- ☐ Yes, I have a current water safety instructor certification
- ☐ I have the ability to obtain the water safety instructor certification prior to the summer season
- ☐ No

***QUESTION 6**

Describe any experience you have as a leader or a supervisor.

***QUESTION 7**

Please describe your experience with aquatics?

***QUESTION 8**

What is your availability, days of the week and times, to work during the months of September-May?

***QUESTION 9**

What is your availability, days of the week and times, to work during the summer season April – September (Labor Day)?

***QUESTION 10**

I understand that the shift lead position can be assigned to work at Fitch Family Indoor Aquatic Center or Furman Aquatic Center interchangeably?

- ☐ Yes

*** Required Question**