

## **Strawberry Community**

Strawberry is an unincorporated waterfront community in Marin County, CA and home to nearly 5000 people. Located on San Francisco Bay between the towns of Mill Valley and Tiburon, it is approximately 10 miles north of San Francisco.

## **Strawberry Recreation District**

The Strawberry Recreation District, an independent government agency, is responsible for operating and maintaining athletic facilities and parks. These include: Recreation Center, Tennis Courts (4), Swimming Pool and Spa, Playing Fields, Parks, Public dock, and Public Paths.

The Recreation District is managed by a District Manager who reports to an elected 5-member Board of Directors. It's operating budget is \$2.1million. The District is primarily self-funded, with program fees. Staff includes 7 year round employees and several sub-contractors and seasonal part-time staff.

*Strawberry Recreation District is an equal opportunity employer.*

SRD  
Strawberry Recreation District  
118 E. Strawberry Drive  
Mill Valley, CA 94941



## **Strawberry Recreation District**

**Invites applicants for:  
Aquatics  
Specialist**

**Full Time/benefitted**

**Please send applications and  
resumes to:  
SRD District Manager**

**\$35,360-\$47,388 annual salary**

**1<sup>st</sup> Deadline: September 1, 2017  
Open until filled**

**Strawberry Recreation District  
118 E. Strawberry Drive  
Mill Valley, CA 94941  
(415)383-6494**

[admin@strawberryrec.org](mailto:admin@strawberryrec.org)

## **POSITION: Aquatics Specialist**

### **Summary of Job Description**

Under the direction of the District Manager perform the duties essential for this position include supervising staff, patrons and activities in the aquatic center; supervise the use of supplies and equipment; ensure compliance with State and County laws and ordinance; implement CAPRI and PARDEC policies and procedures; Assist with general office/ front desk registration, answering telephones, membership check-in, function within normal office procedures and information. Other recreation department responsibilities will be assigned.

- Knowledge of aquatic facility operations, including opening and closing procedures, customer service check-in, implementing and enforcing pool rules, and supporting SRD programming.
- Basic philosophy of community recreation programs and the ability to communicate SRD standards.
- Principles of employee coordination, including evaluation, discipline, scheduling, training and related record keeping.
- Principles of lifeguarding a public pool.
- Methods for teaching swimming to multiple age groups and ability levels.
- Principles of swimming pool and aquatic facility maintenance (place on and remove pool covers, test water chemistry, fill out reports, and make necessary adjustments)

### **Education/ Experience Qualifications**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

3 months of increasingly responsible experience in the Aquatics lifeguarding, swim instruction, and youth programming field.

#### **Education/Training:**

Education equivalent to a degree in recreation, public administration, physical education or a related field. College course work supplemented by specialized course work in Aquatics or related field.

**Certificates:** Possession of, or ability to obtain, an appropriate, Lifeguard Training, First Aide and CPR for Lifeguards or the professional Rescuer, valid driver's license. Possess or be willing to attain Title 22 certification, Water Safety Instructor, Certified Pool Operation (CPO)

### **Ability To:**

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting, bending, stooping, kneeling and crawling, working at heights, standing for prolonged period of time; operating motorized vehicles and equipment.

- Ability to train, coordinate and evaluate employees and maintain appropriate aquatics records.

- Ability to communicate effectively both orally and in writing.
- Ability to use both vision and hearing to identify and evaluate field emergencies and respond physically to these emergencies quickly and appropriately.
- Pass swimming and basic rescue test.
- Ability to activate and respond to pre-arranged emergency procedures.
- Communication and customer service skills necessary for interaction with public and other agencies.
- Use of office equipment, including a computer and related software.
- Must be at least 18 years of age to apply.
- Ability to work harmoniously with the public and fellow employees in an enthusiastic and cooperative manner.
- Use of office equipment, including a computer and related software.

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