

Spec. Code: 0061  
Occ. Area: 04  
Work Area: 078  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 10/15/11  
Last Action: Rev.

## **FITNESS AND AQUATICS AIDE**

### Function of Job

Under administrative supervision, individuals in this position are responsible for instructing, coaching, and ensuring the safety of exercise facility and/or pool patrons in aquatics, exercise, and recreation activities.

### Characteristic Duties and Responsibilities

1. Observes participants and informs them of corrective measures necessary for skill improvement
2. Instructs participants in maintaining exertion levels to maximize benefits from exercise routines
3. Offers alternatives during classes to accommodate different levels of fitness
4. Plans routines, chooses appropriate music, and chooses different movements for each set of muscles, depending on participants' capabilities and limitations
5. Teaches proper breathing techniques used during physical exertion
6. Is responsible for patron and instructional use of the swimming pool by enforcing policies, rules, and regulations
7. Explains and enforces safety rules and regulations governing sports, recreational activities, and the use of exercise equipment
8. Recognizes and responds effectively to emergencies and unsafe conditions
9. Administers emergency first aid, wraps injuries, treats minor chronic disabilities, or refers injured persons to physicians
10. Inspects the fitness and/or pool area and related equipment regularly and reports unsafe conditions to appropriate staff
11. Develops and implements aquatics related instructional and leisure programs for all participants
12. Creates and maintains records for tracking participants involvement in fitness and/or aquatics programs

13. Attends and participates in staff meetings and in-service training
14. Performs other related duties as assigned

#### MINIMUM ACCEPTABLE QUALIFICATIONS

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or GED
2. **One (1) year (12 months)** of work experience teaching fitness and/or aquatics and recreation

Note: Both MAQs #1 and #2 can be satisfied by the following:

**Current** certification as a Fitness Instructor from the American College of Sports Medicine, American Council on Exercise, or Aerobics and Fitness Association of America

OR

**Current** American Red Cross or Ellis and Associates Lifeguard Training and certification

##### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of program promotion and marketing skills
2. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
3. Skill in instructing and teaching others how to do something
4. Skill in monitoring/assessing performance of oneself, other individuals, in order to make improvements or take corrective action
5. Skill in social perceptiveness and being aware of others' reactions and understanding why they react as they do
6. Skill in active listening, giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
7. Ability to fulfill physical requirements of keeping fitness trainer and/or lifeguard certifications valid
8. Ability to exert oneself physically over long periods of time without getting winded or out of breath
9. Ability to bend, stretch, twist, or reach with body, arms, and/or legs, and to exert muscle force repeatedly or continuously over time

10. Ability to lift and move supplies and equipment weighing up to 50 pounds or more
11. Ability to communicate clearly and effectively with staff and participants
12. Ability to exercise independent judgment and discretion
13. Ability to assume control of an emergency situation