



# Adaptive Aquatics Assistant Position Description

Eagle Mount Bozeman is a non-profit organization that provides adaptive recreation for people with disabilities and young people with cancer. The role of the Adaptive Aquatics Assistant is to support the preparation and delivery of the Adaptive Aquatics program including swimming lessons, group fitness, and family activities as instructor and lifeguard. Early evening and occasional weekend work is required. The Adaptive Aquatics Assistant is a year-round, full-time position, supervised by the Adaptive Aquatics Director.

## General Responsibilities:

- Adheres to all Eagle Mount policies, procedures, and guidelines; maintains confidentiality of all constituents.
- Completes required administrative duties, attends required meetings and staff training events.
- Represents Eagle Mount in a professional and courteous manner.
- Supports and advocates for the organization and its affiliated programs and partners.
- Maintains healthy relationships with Eagle Mount community including staff, participants, and volunteers.
- Promotes a culture of safety and risk management; maintains safety of all staff, participants, and volunteers.
- Exhibits patience, respect for others, appropriate stress management, and a desire to learn and grow.
- Maintains required certifications and completes appropriate professional development activities.

## Primary Duties

- Serve as a lifeguard when staffing the aquatic center.
- Lead adaptive aquatics activities and lessons, ensuring safety and engagement of participants.
- Support program enrollment, scheduling and communication activities.
- Support the coordination of daily classes and aquatic activities.
- Maintain appropriate records and documentation for participants and volunteers; ensure eligibility.
- Assist with recruitment, training, supervision, and recognition of volunteers.
- Care for and maintain program facilities, equipment, and supplies.
- Actively and thoroughly communicates program conditions to direct supervisor.

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.*

## Required Qualifications:

- Strong communication, interpersonal, and organizational skills
- Basic computer skills (will use Outlook, Excel, Word, and DonorPerfect database)
- Ability to lift or move objects up to 50 pounds
- Ability to work in warm, humid conditions, and to work in the pool for up to 4 hours
- Ability to work well with individuals of all ages, with a variety of disabilities
- Ability to work independently and as a member of a team
- Reliable personal transportation

## Preferred Qualifications:

- Swim instruction/coaching experience, water aerobics instruction experience, knowledge of adaptive teaching techniques, advanced aquatic skills, or similar skill set
- Lifeguard, CPR and first aid certification (required for continued employment; can be provided upon hire)
- Certified Pool Operator (required for continued employment; can be provided upon hire)



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