

**JOIN OUR TEAM OF ROCKSTARS AT THE CARVER CENTER**  
**AQUATICS TEAM Opportunity: Swim Aide**

**We seek versatile self-starters, flexible and resilient, with energy and enthusiasm for helping build brighter futures!**

**About us:** The Port Chester Carver Center builds brighter futures by serving, educating, and empowering Port Chester residents. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years.

In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services meet the holistic needs of people at every stage of life.

Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

**Position Overview:** The Swim Aide has responsibility for safety at the pool, as well as supervision of swimmers, aquatic safety, assisting the swim instructor during swim lessons and communications duties.

**Agency Wide Duties and Responsibilities:**

- Support the mission, program philosophy and values of Port Chester Carver Center
- Support and facilitate positive interaction with others by exhibiting individual maturity, respect for others, a team-centered approach, maintenance of confidential information, and an appreciation of a multicultural workplace
- Comply with all policies and procedures as defined by the Carver Employee Handbook, Child Care Council of Westchester, and all other governing agencies

**Position Specific Duties/Responsibilities:**

- Enforce safety rules and regulations with other aquatic staff as well as pool members and guests
- Administer First Aid, CPR and other safety procedures as required
- Ensure that proper child to lifeguard/instructor ratios are maintained as per governing agency
- Ensure all patrons, guests, rental contracts are recorded in the daily chemical and attendance sheets
- Periodically check PH, Chlorine, Calcium, and Alkalinity levels, and record them in the chemical log book, as per request from the Department of Health
- Ensure all maintenance has been performed and documented for pool, pool deck, locker room areas, hallways, and chemical storage areas as per Department of Health
- Communicate any and all aquatic emergencies to the front desk and Head Lifeguard and COO promptly as they occur
- Wear proper uniform
- Perform other duties as assigned by the Head Lifeguard or Aquatics Director or his designee

**Position Qualifications:**

- Ability to prepare reports, legibly and without spelling errors
- Ability to work and communicate with children
- Ability to communicate effectively among fellow staff, supervisor(s), members and guests
- Must be willing to work mornings evenings, holidays and weekends as assigned
- Fluency in Spanish is strongly preferred

**Training Requirements to Attain Position:**

- Swim Test and Water rescue skills will be conducted prior to employment.

**Training Requirements to Maintain Position:**

- Must perform in-service training on skills as required
- Attend all meetings as scheduled by the Aquatics Director and/or designee
- Obtain BSI/WSI after 6 months of Consistent Employment

**Physical and Sensory Requirements:**

- The ability to lift, drag, pull, or carry a minimum of 25-50lbs.
- Ability to sit, stand, sway, and walk for extended periods of time.
- Ability to work in extreme environmental and chemical conditions
- Ability to work in high stress environment or situations; including high bather loads, emergency situations, and difficult patrons/guests
- Potential for exposure to extreme chemicals including aquatic testing materials, chlorine, acid, liquid shock, calcium, bi-carbonates, and cleaning chemicals. Staff must take precautions to prevent accidents/injuries when dealing with such chemicals and materials to self and others.
- Must wear proper uniform, including but not limited to; bathing suit, t-shirt, whistle, fanny pack, eye wear, & rescue tube at all times while on duty

Carver Center employment policy requires the completion of a full background check prior to hiring.

*Position may not include all of the duties listed, nor do the examples necessarily include all of the duties performed.*

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

**Range: \$15-17 per hour**

**Interested candidates please email [cgrant@carvercenter.org](mailto:cgrant@carvercenter.org) with a resume and copies of any certifications.**

PORT CHESTER CARVER CENTER  
400 Westchester Avenue, Port Chester, NY 10573