

JOB TITLE: ASSISTANT SWIMMING POOL MANAGER (SEASONAL) (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the Swimming Pool Manager and Recreation Department respectively.

JOB SUMMARY: Responsible for assisting Manager with day-to-day operations of the municipal swimming pool and concession stand; trains and supervises lifeguards and office/concession workers; tracks staff attendance at in-services and completion of swims; performs public safety and recreational work in supervising swimming activities, and enforcing pool rules/regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Assists the Pool Manager in the following activities: Supervision of all municipal swimming pool operations in accordance with applicable federal, state and local rules and regulations; enforcement of pool rules and regulations; supervising and assigning work schedules for all pool employees; directing lifeguard rotation system, break system, and determination of whether to close pool during inclement weather; supervises and assists lifeguards in rescuing swimmers from water when in difficulty; directing employees with routine maintenance and cleaning operations of the pool facility, concession stand and surrounding area; assists in filter operation of pool and daily water chemical testing; routine maintenance of pool facility and concession stand equipment; collection, recording and depositing all monies received from use of the swimming pool and sale of concessions.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Reports non-routine and/or major operational problems to Pool Manager; in absence of Pool Manager, acts as public relations person for swimming pool, accepting public comments and resolving problems/complaints; assists in maintaining all required records concerning the pool including the condition of the water, chemicals used, number of persons using the pool, accidents/injuries, and other relevant information; participates and assists in lifeguarding activities as needed; procures supplies for cleaning, record keeping, concession stand and other items as required; assists with swimming program when scheduled hours coincide with swim program hours.

SKILLS/ABILITIES: Good oral and written communication skills; ability to deal courteously and effectively with the public; good organizational and record keeping knowledge and abilities; ability to plan, schedule, instruct and supervise work of employees; thorough knowledge of water safety principles and ability to perform water safety instruction; good skills in all phases of swimming and aquatic safety; thorough knowledge and ability to perform life-saving techniques and first aid treatment; accurate vision, corrected or non-corrected; ability to properly position self at station and have equipment ready; ability to sit or stand for extended periods of time; ability to lift up to 50 lbs.; ability to carry, push or pull a variety of tools, equipment and materials used in maintenance and preparation of the pool; ability to manage pool during weekday evenings, weekends and holidays.

TRAINING AND EXPERIENCE: Graduation from high school and minimum of three years prior lifeguarding experience. Swimming instructor. Current certifications in American Red Cross Lifeguarding or equivalent; American Red Cross Water Safety Instructor Certificate; American Red Cross Standard First Aid; American Red Cross CPR or American Heart Association CPR; and Pool Operators License. American Red Cross Lifeguard Instruction Certificate desirable. Prior assistant and fill-in manager experience desirable.

SPECIAL REQUIREMENTS: Possession of a valid driver's license.

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