

**Job Status:** Summer Seasonal

**Reports to:** Swimming Pool Manager

**Supervisory**

**Responsibilities:** NONE

---

## **I. GENERAL FUNCTIONS**

Under general supervision of the Pool Manager, the Assistant Pool Manager is responsible for helping manage the operation of the swimming pool and the lifeguards/swim instructors and cashiers.

## **II. TYPICAL DUTIES & RESPONSIBILITIES**

- Assist with the training, supervising and evaluating lifeguards/swim instructors.
- Assist pool manager with implementation of facility Emergency Action Plan
- Implement staff schedules, lifeguard rotation schedule and daily assignments.
- Monitor activities, provide instructions and prevent accidents in the Swimming pool.
- Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR, and other until arrival of emergency medical services.
- Record and organize accurate records concerning attendance, accident/incident/injury reports, chlorine readings, and schedules.
- Maintain a clean, safe and orderly facility. Inspect facility regularly and report any unsafe conditions/equipment to Pool Manager immediately.
- Assist with planning, attend and participate in all mandatory staff meetings and trainings.
- Promote aquatic programs.
- Maintain open communication with guests, participants and/or participants parents, and other aquatics staff.
- Set up and clean up the facility daily.
- Operate and maintain the concession stand.
- Enforce all aquatics facility rules, policies, and procedures.
- Manage swim instructors during swim lessons. When necessary instruct swimming lessons for participants of all ages.
- Maintain a professional appearance and demeanor, including abiding to uniform requirements.
- Assume full management responsibilities of the aquatics facility in the absence of the Pool Manager.

- Complete additional duties assigned by supervisors.
- Duties may include routine chemical checks and record keeping with appropriate training

### **III.DESIRED KNOWLEDGE, SKILLS, ABILITIES**

- Ability to work and communicate effectively with people of all ages and backgrounds.
- Ability to work outdoors in a variety of weather conditions.
- Ability to meet the physical demands required by this position (see section VII).

### **IV. MINIMUM QUALIFICATIONS**

- Must possess and maintain a valid Driver's License
- Must be at least 18 years of age
- Must be legally authorized to work in the U.S.
- Proficient in English.
- Must pass criminal background check
- Must have or be able to obtain CPR for Professional Rescuers Certification

### **V. DESIRED TRAINING & EXPERIENCE**

Any combination of work experience and training that allows the duties and responsibilities of this position to be achieved. Preference will be given to job applicants documenting successful experience in like and similar positions and who currently hold a valid driver's license.

### **VI. WORKING CONDITIONS & PHYSICAL EFFORT**

Involves frequent (defined as one to two thirds of the time) lifting 25 to 50 pounds at a time. A full range of medium work requires standing, walking, stooping, climbing, bending, etc. Working conditions may include exposure to extreme temperatures (> 100 F and/or < 50 F) and moderate to loud noises related the operation of equipment or machinery.

### **VII.OTHER**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Employee Acknowledgement of Job Description**

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment. By signing below, I have read and understand the essential functions for the position of the Assistant Swimming Pool Manager, and can perform the essential functions with or without accommodation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_