



CITY OF SAN MARINO
2200 Huntington Drive, San Marino, California 91108

EMPLOYMENT OPPORTUNITY

Pool Manager
(Part-Time, Seasonal)

SALARY:

\$18.87 - \$20.81 per hour, plus 3.75% matching PARS retirement.

WORK SCHEDULE: (April 26, 2010 – August 6, 2010)

Weekdays and some Weekends: 8:30 a.m. - 4:30 p.m. May be required to work and/or attend training during weekends.

POSITION:

Under direction of the Recreation Supervisor, the **Pool Manager** will assist in the supervising of the aquatic activities and staff.

DUTIES:

Duties may include but not limited to the following: operate all of the aquatics programs, including staffing, supervision, training, safety, registration, pool receipts, instruction and customer service; coordinate/execute all preparation; ensure a safe environment; supervise and interact with children; enforce pool rules and regulations; render first aid as needed; maintain all pool records; supervise Jr. Lifeguard Program and teach swimming instruction and water safety programs (by preparing and implementing daily lesson plans with skills and methods appropriate for each class level); present certified Red Cross curriculum to assigned swim lessons; update class rosters on a daily basis; complete required Red Cross paperwork accurately and on a timely basis; conduct weekly staff meetings and training sessions; supervise swim programs and staff (including daily cash receipts, verifying reports and delivering receipts to the Recreation office on a daily basis); communicate any needs to the Recreation Supervisor; enforce all city policies; oversee registration (May 15, 2010); monitor staff time cards; establish good relationships with staff and community; perform other duties as required.

QUALIFICATIONS:

Ability to coordinate multiple assignments; organize and prioritize tasks; understand and carry out oral and written directions; work with minimum supervision; maintain confidentiality of records, actions and events; establish and maintain an effective working relationship with fellow employees, instructors and with the general public; communicate effectively - orally and in writing; analyze situations carefully and adopt effective courses of action.

Two years of responsible experience in community swimming pool operations at the senior lifeguard level and at least one year WSI teaching experience are required.

Possession of a valid **Red Cross Water Safety Instruction Certificate, Red Cross Lifeguard Training Certificate, and Red Cross Standard First Aid Certification;** and have the ability to pass a water skills test. Supervisory experience is desirable.

SELECTION PROCESS:

Applicants with the most relevant qualifications will be invited to an oral interview, which will include an appraisal of training, experience and personal qualifications. A background, medical, and fingerprint process will be conducted prior to final appointment.

TO APPLY:

A City of San Marino application form is required for consideration. Application forms are available at:

San Marino City Hall
2200 Huntington Drive, San Marino, CA 91108
(626) 300-0700

San Marino Recreation Department
1560 Pasqualito Road, San Marino, CA 91108
(626) 403-2200

Or online at www.cityofsanmarino.org

DEADLINE:

Position will remain Open Until Filled.

MISCELLANEOUS:

- Part-Time Employees serve At-Will.
- Smoking is prohibited in all city property at all times.
- Employees are required to participate in the Medicare program and contribute 1.45% of their salary to the program.
- Employee may belong to the Los Angeles County F&A Credit Union.
- Nothing contained in this bulletin shall be construed to imply a contractual arrangement.
- The City of San Marino is not responsible for failure to deliver by public or private carriers.

**SAN MARINO IS AN EQUAL OPPORTUNITY EMPLOYER
AND PROVIDES A TOBACCO FREE ENVIRONMENT**

THE CITY OF SAN MARINO

San Marino is a single family residential community located approximately 10 miles from Los Angeles in the San Gabriel Valley. The City was incorporated in 1913 as a General Law City under the provisions of the State Constitution. San Marino operates under a Council-Manager form of government. It is a full service City having its own Police, Fire, Paramedic, Library, Park, Recreation, Public Works, and Administration Services.

The community prides itself on maintaining a high quality residential community. San Marino is approximately 4 square miles in size and has a population of 13,000. The Huntington Library, Art Gallery and Botanical Gardens are located within the City.
