GENERAL PURPOSE

Under supervision of the Recreation Supervisor and the Pool Manager, the Assistant Pool Manager will assist in the supervision of the aquatics staff and programs.

DISTINGUISHING CHARACTERISTICS

This position is a part-time, seasonal position, weekdays and some weekends 8:30 am – 4:30 pm. May be required to work and/or attend training during weekends.

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Assist with the operation of the aquatics programs, including staffing, supervision, training, safety, registration, pool receipts, instruction and customer services; assist with the coordination/execution of all preparation.

Ensures a safe environment; supervises and interacts with children; enforces pool rules and regulations; renders first aid as needed.

Keeps accurate records of pool usage, chemical levels, pool closures, and attends and participates in all mandatory staff meetings and trainings; promote aquatic programming.

Assists with the supervision of the Jr. Lifeguard Program and teaches swimming instruction and water safety programs (by preparing and implementing daily lesson plans with skills and methods appropriate for each class level).

Presents certified Red Cross curriculum to assigned swim lessons; updates class rosters on a daily basis; completes required Red Cross paperwork accurately and on a timely basis; assists in conducting weekly staff meetings and training sessions.

Supervises swim programs including daily cash receipts, verifying reports and delivering receipts to the Recreation office on a daily basis. Supervises staff, monitors staff time cards and oversees registration.

Communicates openly and regularly with the Pool Manager and team members; communicates any needs or concerns to the Pool Manager, Recreation Supervisor or Manager; and enforce all City policies.
Establishes and maintains positive, effective and professional work relationships with staff and a community of diverse cultural backgrounds.

Perform related duties as assigned.

**QUALIFICATIONS**
Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

**Knowledge, Skills and Abilities:**

**Knowledge of**
Principles and techniques of water safety, lifeguarding, CPR and First Aid; and pool maintenance.

General administrative and management principles and the ability to apply these principles to daily swimming pool activities.

**Skills/Abilities**
Coordinate multiple assignments; organize and prioritize tasks; analyze situations carefully and adopt effective courses of action.

Work with minimum supervision; maintain confidentiality of records, actions and events;

Lift a person off the bottom of the pool and out of the water; perform all skills required of a lifeguard, perform first aid, and CPR; pass a water skills test.

Communicate clearly and concisely, both orally and in writing; take direction and provide instructions, both orally and in writing; understand and carry out oral and written instructions.

Establish and maintain effective working relationships with the public, employees, instructors, and the general public.

Flexibility to work weekends.

**Education and Experience:**
Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Must be at least 18 years of age.

**Education**
Possess and maintain current American Red Cross Lifeguard Training Certificate, WSI (Water Safety Instruction) Certification; CPR for the professional rescuer, and Red Cross Standard First Aid certification.

**Experience**
Two (2) years of responsible experience in community swimming pool operations at the senior lifeguard level and at least one year WSI teaching experience required.
Licenses/Certificates
Possession of a valid California Class C driver’s license.

Valid Red Cross Lifeguard Training Certificate

Valid Red Cross First Aid Certificate

Valid Red Cross C.P.R. Certificate

Physical Demands and Work Environment

Physical demands
The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk or sit for long periods of time, lift up to 100 pounds, use hands to fingers, handle or feel, reach with arms and hands; talk, hear, taste, smell and see (both near and far); occasionally required to climb or balance; stoop, kneel, and crouch.

Work environment
Characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is subjected to outdoor weather conditions with little to no temperature control; is routinely exposed to the sun, may be exposed to extreme heat, cold, wind, and rain. Works on uneven and/or slippery surfaces and is periodically exposed to hazardous conditions/situations and substances.

Department: Community Services
FLSA Status: Non-Exempt
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