

Swimming Pool Assistant Manager

Purpose Statement:

The job of Swimming Pool Assistant Manager is done for the purpose/s of assisting the pool manager in the daily operations of the pool; establishing schedules; organizing events; meeting school/community needs; instructing swimming classes; maintaining records; and supervising students and the public.

Essential Functions:

- Collects pool revenue for the purpose of completing pool transactions and making deposits
- Coordinates school and community activities in the pool complex for the purpose of providing services and pool access that meet the scheduling needs of schools and community members
- Instructs students (e.g., swimming, lifesaving, etc.) for the purpose of improving swimming skills and meeting program objectives and requirements. Maintains records for the purpose of complying with state regulations and established district requirements.
- Performs administrative functions as directed (e.g., interviewing, training, supervising, providing input for evaluations, etc.) for the purpose of maintaining necessary staff productivity, and ensuring that department and program objectives are achieved.
- Performs pool chemistry tests for the purpose of ensuring proper chemical levels and maintaining compliance with established requirements for safe pool operations.
- Prepares a wide variety of reports (e.g., attendance, financial, injury, maintenance, etc.) for the purpose of complying with state and district requirements.
- Recommends purchases to the pool manager (e.g., equipment, materials, etc.) for the purpose of supporting daily activities at the pool complex.
- Supervises students and hourly workers within scope of responsibilities for the purpose of monitoring student behavior and employee performance in accordance with District policies and procedures.)

Other Functions:

- Assists other personnel as required for the purpose of ensuring an efficient and effective work environment.
- Assists the pool manager in conducting assigned duties for the purpose of ensuring safe and orderly operations in accordance with District guidelines.

Job Requirements: Minimum Qualifications

Knowledge, Skills, and Abilities

- Knowledge of laws, rules, and safety regulations concerning swimming instruction and pool maintenance and operations
- Strength and endurance to respond as lifeguard in emergency rescue situations including ability to swim after, lift, and carry high school age/adult swimmers from the pool and provide first aid/CPR if necessary
- Skill in staff supervision including selection, training, staffing, scheduling, motivation, and discipline
- Effective decision-making skills
- Skill in accurate record-keeping
- Skill in marketing and merchandising
- Ability to read, write, speak, and communicate effectively
- Ability to establish and maintain positive, effective working relationships with students, staff, and the public
- Ability to organize and prioritize work
- Ability to coordinate activities to produce results

Education and Experience

Experience: Job related experience required

Education: High School Diploma

Working Environment

Work is predominately inside the swimming pool building including swimming while teaching and coaching; frequent exposure to slippery conditions and high humidity; periodic exposure to pool maintenance products such as toxic gases or liquids that could be harmful because of inhalation or reaction on the skin; required to meet inflexible deadlines; occasionally required to deal with distraught or angry people.

Licenses, Certifications, Bonding, and/or Testing Required:

CPR/First Aid, WSI Instructor, Lifeguard, CPR for the Professional Rescuer. In addition, applicants having the following certification preferred WSI Trainer Certificate, Lifeguard Instructor, and AFO (Aquatic Facility Operator) or CPO (Certified Pool Operator) Certification.

Criminal justice fingerprint clearance.