

Town of Lakeview

Assistant Pool Manager Job Description

Seasonal, At-will Position

\$20.50 hourly

GENERAL:

This position serves as Assistant Manager at the Town of Lakeview public pool facility. The Assistant is responsible for the supervision of pool employees in the absence of the pool manager, some budget accountability, maintenance of pool facilities, assistance in scheduling, safety, providing swim lessons to the public, and creating a positive public image.

QUALIFICATIONS:

- Basic knowledge of pool management and maintenance.
- Ability to learn maintenance of an accurate budget accounting system.
- Proficient communication skills, both verbal and written.
- Ability to supervise young adults.
- Ability to coordinate with co-workers and carry out instructions.
- Proficient in interacting with people of various ages from diverse backgrounds.
- Available to work shifts, evenings, and weekends.
- Physically fit, strong, agile, and dexterous.
- Current First Aid/CPR/Lifesaving and WSI qualifications *are preferred*. (A copy of current First Aid/CPR/Lifeguard certifications must be attached to the job application or provided to Town Hall by the opening day at the pool.)
- Pass the swimming evaluation test. Swimming proficiency and comfort in all types of water conditions.

DUTIES:

- Responsible for preparing pool and facilities for swimmers in a timely fashion.
- Report daily to the pool manager on pool activities, changes, finances, problems, etc.
- Daily Chlorine Log: Testing is required hourly by law. A log must be filled out.
- Attend all staff meetings.
- Teach aquatic skills, following high-quality guidelines and insuring participants' safety.
- Maintain records of participants, fees, and schedules.
- Be familiar with and follow all emergency and accident procedures, pool policies, and schedules.
- Respond with courtesy and punctuality.
- Focus attention on pool duties: patrolling pool deck frequently, monitoring pool activities, maintaining clean facilities, and limiting social visits. When on duty as a lifeguard, always face the pool, giving undivided attention to swimmers. Never leave duty unrelieved.
- Assure that all swimmers are clear of the pool and facilities prior to closing.

- Assist pool manager and park employees with maintenance and other duties as assigned.
- Refer all discipline problems to the pool manager.
- Always create a safe environment.
- Inventory and evaluate First Aid supplies daily. Notify the pool manager of any deficiencies.
- Keep the public informed of schedules, fees, and regulations.
- Always promote a courteous public image. Treat customers, co-workers, and supervisors with respect.
- No cell phones during work hours.
- The hours of the Assistant Pool Manager shall be no more than 35 hours per week and shall include agreed-upon core hours. Core hours are to be determined and agreed upon. Once agreed upon, the core hours may only change with prior consultation with the Town Manager.

With my signature, I certify that I agree to all conditions of the job description and the salary for this position.

Signature: _____

Date: _____

Position Hourly/Salary Wage: \$20.50