



JOB DESCRIPTION

JD Revision Date: April 14, 2017

Title	Assistant Pool Manager
Reports To	Recreation Coordinator
Salary	\$11.50-\$12.00 Per Hour

Definition	Under the general supervision of the Pool Manager, this individual will be responsible for managing the daily operation at the Kerman Community Pool. Responsibilities include, but are not limited to, supervising lifeguard/instructor staff, assisting with the maintenance of the facility and equipment, planning and conducting in-service training for the staff; communicating effectively with department staff, participants and the public, and performing lifeguarding/instruction duties as required.
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Distinguishing Characteristics	<ul style="list-style-type: none"> • All candidates should have a good attitude, mature judgment, and ability to work well with staff and the public, and desire to protect the general welfare of all pool patrons. • Must be at least 17 years old
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Examples of Duties	<ul style="list-style-type: none"> • Report to work at least 15 minutes before going on duty. • Supervise part-time/seasonal aquatics staff • Administer the collection of all fees, prepares daily records of receipts and deposits same in accordance with agency policies • Maintains, analyzes and submits pertinent records in respect to daily patron admissions and revenue, accidents, rescues and assists, and first aid • Ensure that the pool is clean and free of all safety hazards before and after the pool closes. • Assist in the inspection of all equipment. • Ensure that all pool patrons obey the facility rules. • Assist in the opening and closing of the facility. • Be alert for hazardous situations when guarding your area and report serious violations to the Pool Manager. • Teach swim lessons. • Perform other duties as assigned.
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Qualifications

Special Qualifications	<ul style="list-style-type: none"> • All candidates should have a good attitude, mature judgment, and ability to work well with staff and the public, and desire to protect the general welfare of all pool patrons. • Must be at least 17 years old
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Experience	Ideal candidates must have at least two years lifeguarding/swim instruction experience with increasing supervisory experience. Operation of a swimming pool, including sanitation, safety, and public relations. Perform a broad range of supervisory responsibilities over others.
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Certifications	All candidates must possess, prior to the time of employment, certification in the following: American Red Cross certificate for Lifeguard/First Aid/CPR/AED
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Physical Demands	Lifting, carrying and/or pushing 50 pounds maximum.
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Hours	Position involves a varying schedule which will include days, nights and weekends. The pool will be open from June 11 – August 5.
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