



Assistant Pool Manager – Seasonal Job Description

Summary:

Responsible for overseeing lifeguards, water safety instructors, water aerobics instructors, office personnel, and swim coaches at Art Dague Pool and Waterslide.

Essential Duties, Responsibilities, and Tasks:

- Perform opening, operating, and closing task lists.
- Monitor and adjust chemical levels.
- Plan and conduct training for supervised staff.
- Plan and conduct audits for supervised staff.
- Address patron issues, concerns, and suggestions promptly.
- Monitor supervised all staff performance and address appropriately.
- Fill in for supervised staff's positions and perform those positions' duties accordingly.
- Other duties as assigned.

Qualifications:

- At least 18 years of age
- Certified American Red Cross Lifeguarding/First Aid/CPR/AED
- Certified American Red Cross Water Safety Instructor
- Preferred: Certified Pool Operator
- Pass a background check

Necessary Knowledge, Skills, and Abilities:

- Strong communication skills
- Knowledge of Microsoft Office and ActiveNet
- Ability to deal with public diplomatically
- Good decision making skills
- Self-motivator
- Able to motivate staff
- Ability to take initiative
- Willingness to fill in when necessary

Physical Demands:

- Ability to lift at least 50 pounds
- Work is performed indoors and outdoors in all kinds of weather

Reporting Relationship:

- Reports to Pool Manager
- Positions that report to Assistant Pool Manager: lifeguards, water safety instructors, swim coaches, water aerobics instructors, and office staff at Art Dague Pool and Slide

Hours:

- Seasonal position (May-September)
- 10-40 hours per week
- Varied times
- Nights and weekends required

Wages:

\$14.50 - \$17.50

EOE/ADA

Contact Rifle Recreation at 665-6570 for more information.

Revised December 2018

Acknowledgement of Receipt

Employee Name: _____

Employee Signature: _____