



JOB DESCRIPTION

PART-TIME ASSISTANT POOL MANAGER

THE POSITION

Under supervision of the Recreation Coordinator and Pool Manager(s), the Assistant Pool Manager assists in managing the daily operations of Rancho Simi Community Pool including safety, aquatics programs, rental groups, on duty aquatic staff and administrative duties. This position also provides leadership when the Recreation Coordinator and/or Pool Manager(s) are not on duty. Assistant Managers may work 15-30 hours per week, which may include weekends and/or weeknights; hours and schedule may vary depending on the season.

EXAMPLE OF DUTIES

The essential functions of this position include but are not limited to:

- Assist in supervising aquatic staff relative to lifeguard and swim instructor duties, and safety procedures.
- Provide leadership and follow steps when Emergency Action Plan is activated.
- Supervise pool rental and program transitions, lane assignments and overall pool usage.
- Provide explanation, clarification, and reinforcement of pool policies, procedures, and regulations.
- Use RSRPD's CRM system (Amilia) to create new accounts, register participants for lap swim and aquatics classes, make changes/replacements to classes, process refunds, print rosters and record attendance.
- Report to supervisor on status of personnel, program and maintenance conditions affecting the operation of the program and pool facilities in a timely manner.
- Perform the duties of lifeguard and instructor; administer First Aid and CPR/AED when needed
- Document any incidents and/or injuries.
- Model appropriate behavior, communication, and teamwork.
- Keep pool deck clean, free of debris, and clear of safety hazards. Empty facility garbage cans and replace supplies in locker rooms as needed.
- Complete closing checklist to ensure all tasks are completed and the facility is properly secured.
- Attend and participate in manager meetings and regular in-service trainings.
- Maintain good public relations with participants and/or parents/guardians.
- Maintain a clean and tidy workspace.
- Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

- Minimum age of 18 years old with a High School Diploma (or GED).
- Prior aquatic recreation leadership and lifeguarding experience.

Knowledge, Skills & Abilities

- Ability to swim 200-yards in less than four (4) minutes.
- Ability to recognize and respond to emergencies through knowledge and application of American Red Cross lifeguard surveillance and rescue techniques.
- Ability to apply common sense and exercise good judgement in solving problem and make decisions independent of direct supervision.
- Ability to communicate effectively in English in both written and oral form. Ability to write routine correspondence using correct spelling and grammar.
- Ability to add, subtract, multiply, and divide in whole numbers, fractions, and decimals.

- Ability to establish effective relationships with fellow employees, volunteers, and participants and/or parents/guardians.

Certifications

- Current Red Cross Lifeguard Certification required.
- Current CPR/ First Aid/AED Certifications required.
- Water Safety Instructor (WSI) Certification and First Aid for Public Safety Personnel (Title 22) within 12 months of hire.
- CA Driver's License and Proof of Insurance required if driving on behalf of the District.

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and walking approximately 40% of the time or more; frequent lifting and carrying, and occasional push/pulling loads of up to 40 pounds; some bending and occasional kneeling/squatting, crawling, reaching overhead/stretching; occasional to frequent climbing stairs; frequent handling and dexterity. Position works continuously outdoors, in and around water, and is exposed to the sun and high temperatures.

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