

**SUNRISE RECREATION AND PARKS DISTRICT
CLASSIFICATION SPECIFICATION**

JOB TITLE: Assistant Pool Manager
 (Part-time Seasonal)

DIVISION: Recreation and Community Services

CLASS DEFINITION:

Incumbents in the Assistant Pool Manager classification assist with the maintenance and operation of an aquatic facility and the daily supervision of aquatic and customer service activities and staff at the facility; assist with the accounting of revenues received for admission to District aquatic facilities, instruction and program registrations, and merchandise sales; assist with the training and guidance of aquatics staff; maintain vigilance of the pool, water, deck and other areas of an aquatic facility to insure the safety of all pool visitors through enforcement of pool rules and regulations and during public swim, special events, swim lessons and other aquatics activities; perform swimming rescues, first aid and CPR as needed; create swim lesson plans, work with other Swim Instructors and assistants to facilitate and structure swimming classes; participate in and assists with aquatic in-service trainings; respond to other emergencies as they occur, activating the District's Emergency Action plan and calling 911, as appropriate; serve as Pool Manager when he/she is absent; perform the duties of a Cashier and/or Lifeguard as needed; and perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Assistant Pool Manager classification are part-time seasonal employees and may not advance to permanent status in any District job classification. Hours of work vary based on the staffing needs of the District. This classification is distinguished from the Lifeguard by a greater level of responsibility, judgment and independence exercised in the performance of assigned duties. This classification is further distinguished from the Pool Manager who has the primary responsibility for the maintenance and safe operation of an aquatic facility and the planning, scheduling and supervision of all staff and aquatic activities at the facility.

SUPERVISION RECEIVED/EXERCISED:

The Assistant Pool Manager classification receives general supervision from a Pool Manager, a Recreation Coordinator, Senior Recreation Coordinator, and/or Senior Recreation Services Manager. Incumbents in this classification provide functional supervision to staff assigned to the aquatic facility, but full supervisory responsibility is exercised by the Pool Manager.

EXAMPLE OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Assists with the supervision, evaluation, assignment and training of assigned aquatic facility

staff and with the accounting of all monies collected from patrons of the facility.

- On a daily basis, opens facility and inspects, supervises and helps to set up pool and safety equipment; or supervises and helps close and secure the facility and take down and store pool and safety equipment as appropriate to assigned shift; tests water chemicals prior to pool use to ensure the safety of patrons and staff; inspects pool and deck area for possible safety hazards, and inspects waterslide for possible defects.
- Promotes and enforces water safety procedures; rescues and resuscitates drowning persons as needed; and provides care using the latest American Red Cross techniques in lifeguarding, first aid and cardiopulmonary resuscitation (C.P.R) to persons in need of assistance.
- Activates the District's Emergency Action Plan and makes 911 calls as needed.
- Creates lesson plans and conducts classes on water safety and individual stroke mechanics for students.
- Maintains constant surveillance to safeguard swimmers from drowning and other accidents.
- Maintains discipline and orderly conduct among patrons by enforcing all facility rules and District policies.
- Completes accident and incident reports, time reports, WSI activity reports, report cards for swimming class participants, course record sheets and other reports and records as required by policy and/or regulation.
- Maintains the cleanliness and orderliness of the restrooms, pool and other areas of assigned aquatic facility and ensures that facility is clean at closing.
- Performs the duties of a Lifeguard during public swim, pool rentals, swim lessons and aquatic events and the duties of a Cashier on an as needed basis.
- Attends and participates in management meetings and attends and assists with staff in-service training sessions.
- Serves as Pool Manager during his/her absence.
- Performs other job-related duties as required.

EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:

- May assist a Swim Coach in the planning, organization, supervision and instruction of aquatic activities during team training sessions and/or swim meets.
- May supervise aquatics staff engaged in creating lesson plans and conducting classes on water safety and individual stroke mechanics for students; conducts swimming lessons, assessing the ability and communicating the progress of each class participant to parents orally and via written report cards.

EMPLOYMENT STANDARDS:

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical path to obtain the required knowledge and abilities would be:

Education and Experience Guidelines:

Must be at least 17 years of age; possess a high school diploma or equivalent and have at least two year of experience equivalent to that of a Lifeguard II with the District.

Knowledge of:

- principles and practices of effective supervision
- principles and techniques of swimming instruction appropriate to a variety of age groups and skill levels
- current and preventive lifeguarding techniques
- principles and practices of water safety and swimming rescue techniques
- proper stroke mechanics
- principles and techniques of first aid and CPR
- swimming pool and aquatic facility maintenance requirements
- chemicals, equipment and techniques used to meet State and County Department of Health standards
- principles and techniques of effective interpersonal communication, public relations and customer service
- materials and equipment used in aquatic activities
- basic accounting principles

Ability to:

- swim with proficiency and endurance
- prevent accidents and perform swimming rescues, C.P.R and first aid
- plan, direct and supervise the work of others
- understand and follow oral and written instructions
- know understand, and explain District and program policies and procedures
- organize and instruct swimming and water safety classes
- mentor other staff on safety, surveillance, and rescue techniques
- effectively communicate orally and in writing
- exercise tact, judgment and patience in dealing with the public and other District staff
- establish and maintain effective work relationships with people of all ages during the performance of work duties
- read and prepare a variety of written reports and records
- maintain the cleanliness and organization of the aquatic facility and contents
- perform essential duties of job without causing harm to self or others
- respond to emergencies in a calm, professional, and safe manor

Licenses/Certification Required:

- A current American Red Cross Water Safety Instructor certificate
- A current American Red Cross Lifeguard Training certificate
- A current American Red Cross CPR/AED for the Professional Rescuer certificate
- A current American Red Cross Title 22 First Aid for Public Personnel certificate
- An American Red Cross Emergency Oxygen certificate
- An American Red Cross Instructor certification in CPR/FPR or Lifeguarding is desirable

WORKING CONDITIONS:

Environmental Conditions:

The essential duties of this job are primarily performed in an outdoor environment, on slippery wet surfaces and ladders; with hands and body immersed in water; with exposure to varying climate and temperature conditions including exposure to sunlight; with continuous contact with facility patrons and District staff; and with daily exposure to constant loud noise and chemicals in the air, water, and on the skin. Some essential duties, such as cleaning restrooms and completing paperwork are performed indoors. Incumbents work various shifts including weekends and evenings.

Physical Conditions:

Essential duties of this job require the ability on a daily basis to: use both hands, legs and feet to climb ladders, stoop, kneel, crouch, stand, walk and swim; reach in any direction; maintain body equilibrium to prevent falling on wet, slippery surfaces; use finger dexterity; grasp objects using fingers and palm of hand; feel the attributes of objects by touch; speak to verbally exchange information; hear to receive detailed verbal information; and use both eyes to see within one foot to fifty yards and to differentiate basic colors and shades of color. Occasionally, incumbents sit for extended periods; crawl about on hands and knees; lift objects weighing up to 30 pounds, carry objects weighing between 5 to 10 pounds; push objects weighing between 15 and 20 pounds, pull objects weighing up to 10 pounds and reach for objects weighing up to 5 pounds, occasionally submerge in up to 13 feet of water; and rarely move objects weighing over 50 lbs.

OTHER:

FLSA STATUS: Non-Exempt

Note: The above statements are intended to describe the general nature and level of work performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.