

# **CONEJO RECREATION & PARK DISTRICT**

## **Job Title: Assistant Pool Manager**

**Division:** Recreation & Community Services

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### **Summary:**

Under general supervision, assist in organizing, conducting, and participating in specialized recreational programs for the community and to provide responsible and technical staff assistance in an Aquatics program in accordance with the District policies and procedures.

### **Essential Duties and Responsibilities:**

- Assists in managing the operations of pool and aquatic programs in a large municipal setting.
- Provides explanation, clarification, and reinforcement of pool procedures, regulations and department policies.
- Assists and participates in the planning, organization and supervision of aquatic programs.
- Administers First Aid and CPR/AED when necessary.
- Performs the duties of lifeguard and instructor.
- Assists in the selection, training, supervising, evaluating, and scheduling of aquatic staff.
- Maintains high standard of pool safety, respect, discipline, and good public relations; keeps Materials Data Safety Sheets current.
- Takes and documents daily PH and chlorine readings.
- Provides excellent customer service to all patrons and permit groups.
- Assists in maintaining equipment and supply inventory.
- Responsible for monies collected.
- Attends all aquatics managerial meetings.
- Prepares and teaches American Red Cross courses to public and staff.

### **Other Duties and Responsibilities:**

- Assists in producing flyers and/or brochures.
- Participates in Community organizations or associations related to the Aquatics area.
- Perform other related duties as assigned.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. \*

#### **Education/Experience:**

Completion of 60 units is desirable with 1,000 hours of Aquatic recreational leadership experience or an equivalent combination of education and experience.

#### **Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals, periodicals related to unit assignment, technical procedures, and/or government regulations. Ability to write routine reports and letters, and create forms. Ability to communicate effectively in both written and oral form, including presentations before diverse groups and teaching.

**Math Ability:**

Ability to calculate figures and amounts such as percentages, petty cash or bank accounts, refunds or credits. Ability to determine costs associated with program, and keep records.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written or oral form Ability to deal with problems involving several concrete variables in standardized situations.

**Certificates and Licenses:**

California Driver's License. Lifeguard Training, First Aid, CPR and Water Safety Instructor certificates within 6 months of employment. All positions working with children under 18 require finger print clearance.

**Supervisory Responsibilities:**

Supervisory responsibility is limited to directing and monitoring the activities of year-round and seasonal aquatic staff. This position may participate in the interviewing and hiring of contract staff and is responsible for completion of documentation at completion of contract period.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. \*

While performing the duties of this job the employee is regularly exposed to outdoor weather conditions; wet or humid conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places, and pool chemicals. The noise level in the environment is moderate. Exposure to hazardous conditions will vary depending on the Unit assignment.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. \*

While performing the duties of this job the employee is frequently required to walk, sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee is frequently required to lift up to 25 pounds and occasionally up to 50 pounds. The vision requirements include close and distance vision; color and peripheral vision; depth perception; ability to adjust focus; and the ability to see in poor light or have good night vision. Physical demands may vary according to Unit assignment.

\*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.