



JOB DESCRIPTION

ASSISTANT POOL MANAGER

POSITION: Assistant Pool Manager
DEPARTMENT: Parks & Recreation
REPORTS TO: Pool Manager

POSITION SUMMARY:

Under the direct supervision of the Pool Manager, the Assistant Pool Manager position is a part-time seasonal position. Work involves enforcement of all pre-established policies, regulations and procedures related to the West Burlington Pool. The position requires quick response to all rescue and emergency situations and educates pool patrons on the importance of positive and correct water safety practices. Supervisory skills to manage the lifeguards are required. The position requires all skills needed to assure the pool, pool deck, and lifeguard operations at West Burlington Pool are run in a professional and safe manner.

REQUIRED TRAINING/CERTIFICATION:

- Food Handlers Certification
- Red Cross Lifeguard Certification
- CPR/AED and First Aid Certifications
- Bloodborne Pathogen Training
- Water Safety Instructor (WSI) - preferred

ASSISTANT POOL MANAGER JOB DESCRIPTION:

- Hold ultimate responsibility for the appearance and sanitation of the facility and the conduct of the staff in the absence of the Pool Manager
- Directs and supervises all lifeguards on-duty, including direction of rotations and lifeguard positioning according to the Lifeguard Staffing Plan.
- Assists Pool Manager with supervision of concessions workers on-duty, including signing off on daily closing deposits.
- Works either in a lifeguard rotation or acts as a roving lifeguard during all shifts, depending on staffing needs.
- Must ensure the safety of all pool patrons and employees.
- Enforce rules and policy to prohibit any activity or practices that may endanger the patron, other patrons, spectators, and subordinates.

- Must be tactful in handling disciplinary problems, and must use self-restraint in language, temper and manners.
- Must act and present themselves in a professional manner at all times, and in all situations.
- Must ensure all patrons and subordinates follow personal health and safety regulations as established by the Iowa Department of Public Health and the City of West Burlington.
- Administer first aid requirements as directed, and accurately complete the necessary forms and paperwork for every situation.
- Knowledge of all personnel and operation policies, specific pool rules and regulations, and specific emergency procedures for West Burlington Pool.
- Knowledge and ability to direct lifeguard guard rotations in accordance with swimmer load and the number of personnel needed, along with the responsibilities of each guard station.
- Ability to concentrate on pool supervision in an active outdoor environment with many distractions.
- Complete routine pool chemical checks and documentation as required.
- Assist in maintaining a clean and safe facility, including pool equipment, pool deck, grassy areas within the pool fence, the bathhouse, and areas around the outside perimeter.
- Ability to maintain order of pool areas, including tactfully handling disruptive patrons or subordinates.
- Must have a thorough knowledge of lifesaving techniques and water safety practices.

ADDITIONAL INFORMATION:

May through mid-August. Up to 40 hours/week, hours may vary due to weather/workload. Must be available to work weekdays/weekends/evenings and possess required certifications. Must be at least 18 years of age. Starting pay of \$14.00/hour.