

<b>JOB TITLE:</b>	Assistant Pool Manager
<b>DEPARTMENT:</b>	Parks and Recreation Department
<b>LOCATION:</b>	Danville, IN
<b>REPORTS TO:</b>	Aquatics & Facilities Manager, Assistant Director and/or Director
<b>SALARY:</b>	\$13.00 per hour
<b>TYPE OF POSITION:</b>	Seasonal
<b>HOURS:</b>	Up to 40 hours per week, nights, weekends, and holidays as needed
<b>OVERTIME:</b>	Yes

### SUMMARY

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### DUTIES AND RESPONSIBILITIES

#### **Works as support staff for divisions and services of the Danville Parks and Recreation Department:**

- Assists in schedules and administers regular staff in-service training sessions; orientates and trains new staff; assists Aquatics & Facilities Manager with preseason orientation and staff training.
- Assists in managing pool staff on daily basis; makes sure staff is prepared for duty, complete assigned tasks, report on time, perform to standards, adhere to policies, etc.
- Assists in organizing all regular employee work schedules, verifying hours worked; oversees that all timecards and forms are properly completed and submitted on time.
- Assists in developing marketing plan to maximize use of the pool and directs special pool promotions; sees that all promotions are carried out according to established procedures and guidelines; makes sure staff is aware of all promotional information.
- Assists in scheduling staff for special pool events and use; sees that special use and pool rental attendance and payment procedures are followed and carried out.
- Oversees that all written policies and procedures are adhered to and carried out
- Assures that all pool guests are treated properly; handles all guest relations, concerns and/or problem
- Assists in reviewing daily logs and prepares all necessary records and reports; makes sure records and reports are up to date, accurate and organized
- Understands basic cash handling procedures
- Knows the function of all pool equipment including the filter system and chlorinator
- Makes decision when to close the pool due to inclement weather or unsafe pool conditions
- Evaluates the operation of the pool and recommends improvements in methods and procedures
- Evaluates staff and existing programs
- Inspects all safety equipment and materials
- Knows the emergency safety procedures

- Assists in life guarding or in other areas as needed
- Performs other duties as assigned by the Aquatics & Facilities Manager, Director and/or Assistant Director

## QUALIFICATIONS

- High school education or GED required; must be at least 18 years of age
- Current certification in Lifeguard Training, CPR and First-Aid required
- Certified Pool Operator (CPO) designation preferred
- Water Safety Instructor (WSI) certification preferred
- Previous experience in delivering exceptional customer service is required
- Knowledge of management principals and previous experience in directing staff and operations of a swimming facility preferred.
- Effective written, oral, and listening skills are essential; ability to effectively convey information and handle complaints from the public and other city staff
- Ability to establish effective working relationships with supervisor, co-workers and assigned staff; ability to deal effectively with the public

## WORK ENVIRONMENT

**Required Physical Activities:** Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

**Physical Characteristics of Work:** Work involves standing and/or walking 70% of the time, standing approximately 20% of the time, sitting approximately 10% of the time. Requires the exertion of up to 25 pounds routinely, exertion of up to 50 pounds occasionally, and exertion of more than 50 pounds infrequently to lift or otherwise move people or objects.

**Vision Requirements:** The minimum standard for use with those whose work deals largely the ability to complete written reports, inspect pool equipment, read meters and gauges, recognize emergency signals, see across and through pool water at both near and far distances, identification and recognition of colors.

**Environmental Conditions:** Work is performed in a typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one-hour, chemical hazards, possibly slippery walking surfaces.

## EMPLOYEE ACKNOWLEDGEMENT

I have read and understand this job description and its relationship to the position I occupy. This job description is not an employment contract, nor is it intended to describe all duties someone in this position may be required to perform. This position will be subject to the rules, policies, and operating procedures established by the Park and Recreation Board and the Town of Danville, as they may be amended from time to time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name