

ASSISTANT POOL MANAGER

DEPARTMENT: City of Eloy Recreation

DESCRIPTION

Assists the Pool Manager with planning, organizing, coordinating and supervising all activities at the Eloy Aquatic Center. Work requires frequent public contact with good public relations etiquette. This position requires working odd hours, nights, weekends and holidays (i.e. Fourth of July) as needed. Works under the general guidance and direction of the Recreation Program Supervisor and the Community Services Director. Assists with supervision over all aquatic staff and patrons. This is seasonal skilled life guarding work-monitoring swimmers at municipal pools.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with planning and organizing workloads and staff assignments
- Enforces compliance with all local, county and state ordinances
- Assist with periodic inspection of grounds and facilities
- Assist in communicating official plans, policies and procedures to staff and the general public
- Provides a verbal report of work day to the Aquatics Supervisor and/or Recreation Director
- Performs related duties as required

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of: common practices as they relate to Lifeguard Training and safe work practices, and some knowledge of supervisory practices and principals. Ability to perform the following duties and responsibilities with or without reasonable accommodations:
- Ability to supervise the operation of a public pool and provide direction to staff members
- Ability to handle emergency situations promptly and effectively
- Ability to maintain effective working relationships with the public and other associates
- Ability to keep records and prepare reports
- Ability to use rescue tubes
- Ability to use spinal board and related equipment

MINIMUM REQUIREMENT

- Must possess a current Lifeguard Certificate upon employment
- Must be certified in First Aid and CPR Professional Rescuer
- Must have the ability to supervise and provide direction to staff
- Must be a minimum of 18 years of age
- Minimum of 2 years experience working in an Aquatics facility
- Possession of a valid Arizona driver's license.

NOTE: Employees must maintain a valid State of Arizona driver's license of the appropriate class throughout employment with the City of Eloy. A review will be performed annually to verify driver's license status and review traffic accidents and citations.