JOB DESCRIPTION

PART-TIME ASSISTANT POOL MANAGER

THE POSITION

Under general supervision of the Pool Manager, assists with planning, supervising and conducting a variety of recreational aquatic activities for patrons at Rancho Simi Community Pool. Position includes managing a recreation aquatic staff and responsibilities related to providing a safe and positive environment for everyone utilizing the pool and facilities. The position may work 25-30 hours per week, which may include weekends and/or weeknights; hours and schedule may vary.

EXAMPLE OF DUTIES

The essential functions of this position include but are not limited to:

- Plans, organizes and supervises recreational aquatic activities
- Schedules, trains and supervises aquatic staff relative to lifeguard duties, swimming instruction, and safety procedures
- Schedules and arranges facility activities, and completes facility and program records and reports as required
- Reports to supervisor on status of personnel, program and maintenance conditions affecting the operation of the program and pool facilities, and makes recommendations when needed
- Maintains good public relations with patrons

The position may perform other related non-essential work as assigned.

EMPLOYMENT STANDARDS

Knowledge, Skills and Abilities: Graduation from high school, or G.E.D. equivalent, and 18 years of age. Two summers as a Lifeguard/Swim Instructor Training instructor is preferred. Requires an understanding of a variety of leadership techniques, methodology, and recreation activities; the ability to plan, organize and conduct an aquatic site; the ability to maintain a cooperative working relationship with co-workers and patrons and make decisions independent of direct supervision. Must pass a preliminary swim test consisting of a 200-yard swim in less than four (4) minutes. Ability to work in an outdoor environment.

Certifications: Must have current Red Cross certification of Lifeguard Training, CPR for the Professional Rescuer, and Water Safety Instructor (WSI). Lifeguard Training Instructor certification must be obtained within the first year. Must also meet Title 22 requirements. Must maintain current certifications, plus have the ability to utilize these skills in case of emergencies.

PHYSICAL REQUIREMENTS

It is expected that this position will require standing and walking approximately 40% of the time or more; frequent lifting and carrying, and occasional push/pulling loads of up to 40 pounds; some bending and occasional kneeling/squatting, crawling, reaching overhead/stretching; occasional to frequent climbing stairs; frequent handling and dexterity. Position works continuously outdoors, in and around water, and is exposed to the sun and high temperatures.

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RANCHO SIMI RECREATION AND PARK DISTRICT
Main Offices: 4201 Guardian St., Simi Valley, CA 93063
805-584-4400 • www.rsrpd.org