



## **JOB DESCRIPTION**

### **P/T POOL MANAGER**

#### **THE POSITION**

Under general supervision, plans, supervises and conducts a variety of recreational aquatic activities that include managing a recreation aquatic staff to providing a safe and positive environment for all that attend. District pool is located in Simi Valley.

#### **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. Must have two years experience in organized recreation program with supervisory responsibility of aquatic staff. Two seasons 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.

**Certifications:** Must have current Red Cross certification of Lifeguard Training, CPR for the Professional Rescuer, and Water Safety Instructor (WSI). 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. Must be able to pass a swim test consisting of a 200-yard swim in less than four (4) minutes. Position works continuously outdoors, in and around water, and is exposed to the sun and high temperatures.