



## ASSISTANT POOL MANAGER (Part Time)

### Job Description (Essential Functions):

- Supervises the part-time pool operations staff.
- Directs and supervises the collection of all fees, prepares daily records of receipts and deposits same in accordance with Settlers Landing Recreation Association (SLRA) policies.
- Maintains, analyzes and submits pertinent records in respect to daily patron admissions, revenue, sanitary water conditions (chlorine and pH readings), water back-washing, accidents, rescues and assists, and first aid.
- Assists in the development of ongoing, in-service training for Lifeguards.
- Requires high customer contact both in person and on the phone. Work week and working hours will vary with assignments Monday-Sunday.
- Assumes direct responsibility for the maintenance and operation of the lighting, filtration, sanitation, and overall safety of the facility.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### Required Knowledge, Skills and Abilities:

#### Knowledge of:

- Operation of a swimming pool, including sanitation, maintenance, safety, and public relations.
- Swimming pool cash management operations and recordkeeping.
- Principles, practices and application of lifesaving and first aid techniques.
- Emergency services available.
- Rules and regulations pertaining to the pool use.

#### Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Work independently within the established policies and procedures of the SLRA.
- Maintain accurate financial records and submit necessary reports.
- Work cooperatively with staff and public.
- Enforce pool rules and regulations.
- Act quickly and calmly in emergencies.
- Produce written documents in the English language using proper sentence construction, punctuation, and grammar.

**Additional Requirements:** Supervisory experience and two summers of aquatics experience required. Other combinations of experience and education that meet the minimum requirements may be substituted. Current certifications in Lifeguard Training required. First Aid and CPR required.