

Aquatic Center Assistant Manager Job Description

POSITION: Aquatic Center Assistant Manager

FACILITY AND WORK AREA: Aquatic Center, Corning, Iowa

JOB SUMMARY:

Under the general supervision of the Aquatic Center Manager, helps supervise and participates in operations of the Aquatic Center. Perform supervisory duties in the absence of the Aquatic Center Manager for Aquatic Center personnel. Performs other duties as required.

JOB FUNCTIONS:

1. Prepare Aquatic Center for opening and closing of season as directed by the Aquatic Center Manager.
2. In conjunction with the Manager, provide supervision to lifeguards; enforce lifeguard attire; oversee lifeguard daily duties; help provide orientation for lifeguards; help schedule and facilitate bi-weekly in-services; help as needed with the weekly staff schedules.
3. Supervise patrons, enforce rules of the Aquatic Center; discipline patrons as appropriate.
4. Respond quickly to all emergency situations; administer first aid to victims of an injury; work with the Manager to review the Emergency Action Plan and help educate staff on plan.
5. Greet patrons, check in patrons and receive money; sell concessions and help the Manager maintain daily opening and closing inventory of concessions; help supervise bath house.
6. Help the Manager ensure that buildings and grounds are kept clean and well-maintained.
7. Work with the Manager to learn to calculate and approve all time cards before processing
8. In the absence of the Manager, close Aquatic Center for inclement weather and be on call if weather changes to allow the Aquatic Center to reopen.
9. As directed by the Manager, prepare daily admissions and concessions reconciliation; Learn the bank deposit system to be able to complete deposits in the absence of the Manager.
10. Take and record water tests (daily and monthly) in the absence of the Manager.
11. Help the Manager order/pick up concession items and cleaning supplies; learn the process to submit bills and invoices; make recommendations for purchases to the Manager.
12. Help maintain calendar for all pool activities.
13. Make recommendations for future planning and policy development.
14. Help the Manager oversee custodial and daily maintenance duties.
15. Perform other duties as apparent or assigned.
16. Responsible for taking a required Safe Serve class if requested by the Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of managerial skills; ability to assist with several employees to operate the Aquatic Center in an efficient and effective manner.
2. Knowledge of facility rules, policies and practices.
3. Ability to effectively communicate with children and adults.
4. Ability to establish and maintain an effective working relationship with superiors, co-workers, and the public.

CHAIN OF COMMAND:

City Council - Mayor - Parks and Recreation Board - Aquatic Center Manager - Lifeguards

EDUCATION, TRAINING, AND EXPERIENCE:

Required Education: High School Diploma or equivalent GED

Preferred Education: At least one year of post-secondary training

Preferred Experience: Previous experience dealing with the public, particularly children

Required Training: All applicable safety training sessions including, but not limited to:

- Bloodborne Disease Control Plan and Hazardous Communication training
- Red Cross Lifeguard training certificate
- Red Cross Standard First Aid
- Red Cross CPR For The Professional Rescuer certificate

Please sign and date below to verify that you have read and understand the Aquatic Center Assistant Manager Job Description.

Signature

Date

Print Name

Job Description approved by Parks Recreation Board 5/11/2016