

## RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

### POOL MANAGER

Job Description

\$17.30- \$19.10

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

#### **DEFINITION:**

Under the general direction of the Recreation Supervisor, the Pool Manager provides daily operation, supervision, and maintenance of the district's aquatic programs. Additionally, the pool manager organizes and supervises the staff, assists in creating the staff schedules for both swim lessons and lifeguards, assists in conducting weekly meetings and trainings, enforces District policy to prevent accidents, ensures safe water activities by enforcing water safety rules, performs life saving actions in emergency situations, assists in supervising swimmer safety, swim instruction, and special swimming events.

**ESSENTIAL FUNCTIONS:** *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Ensure the safety of the facility patrons and lifeguard team.
- Promote and supervise all aquatic programs. Responsible for the control of all activity at the pool.
- Supervise the lifeguard team and daily facility safety inspection.
- Assist the Recreation Supervisor in the organization and facilitation of weekly in-service trainings, meetings, and scheduling of lifeguards and swim lessons.
- Serves as swim instructor or lifeguard as required.
- Serve as public relation coordinator, handle any problem that may occur with swim lessons, parents, and report any incidents to the Recreation Supervisor.
- Maintain, analyze, and submit pertinent records including daily patron admissions and revenue, chemical readings, reports and timecards and ensure that lifeguards and swim instructors are filing their reports and timecards on time.
- Direct and supervise the collection of all fees in accordance with agency policies.
- Keeps up to date on first aid supplies and records.
- Keeping the Recreation Supervisor aware of maintenance conditions and supply needs.
- Demonstrate superior customer service skills and commitment to efficiency.
- Additional duties listed on the Lifeguard and Swim Instructor's job description.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- An understanding of facility characteristics, rules, policies, and procedures.
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- Following oral and written instructions.
- Performs cardiopulmonary resuscitation, artificial respiration, and administer first aid.
- Communicating and enforcing approved policies and procedures.
- Leadership, public relations, and decision-making skills
- The ability to instruct, assign, supervise and evaluate lifeguards in their performance.
- The ability to identify hazards and unsafe practices and to make suitable recommendations for minimizing or eliminating those hazards.
- Ability to work under pressure.

## **OTHER REQUIREMENTS:**

- American Red Cross Lifeguarding/First Aid/CPR/AED
- American Red Cross Title 22
- California Class C Driver's License
- Must complete a background check
- Physical strength, dexterity and agility necessary to perform the duties of the position.

## **EDUCATION AND EXPERIENCE:**

- High School Diploma or GED
- Several years or seasons of lifeguarding experience preferred
- Management experience highly desired

## **ABILITIES:**

The job will require a variety of lifting, walking, swimming, bending, reaching, sitting, at the swimming area, and the rotation of the lifeguard.

**Note: The Pool Manager must be willing to work flexible hours, including possible weekends, evenings, and holidays. The Pool Manager will also be exposed to potentially hot weather on a daily basis.**

## **To apply:**

Submit Resume and Application to Yannil

Email to: [yannil@rleparks.com](mailto:yannil@rleparks.com)

Applications can be found online at [www.rleparks.com](http://www.rleparks.com)