



Nevada City Parks and Recreation

Job Description - Aquatics

ASSISTANT POOL MANAGER

Under supervision of the Pool Manager, assist in the oversight of the aquatic facility by working with the Pool Manager in scheduling and supervising employees, maintaining the facility, equipment and aquatic programs. A qualified candidate must have at least two seasons experience as a Lifeguard and/or a Swim Instructor or have experience in a similar position. Applicants must possess the following valid certifications: CPR/AED for Lifeguards, Lifeguard Training/First Aid, Title 22 and Administering Emergency Oxygen. Water Safety Instructor certification is desirable.

Typical Job Duties:

- Demonstrate leadership abilities and conduct oneself in a professional manner
- Is responsible for Pool Manager's duties in his/her absence. Performs lifeguard, cashier or other similar duties when the manager is present.
- Assist with conducting In-services
- Insure facility cleanliness and maintenance
- Assist Pool Manager when required
- Maintain accurate and timely records and reports
- Ensure patron safety during all hours of operation
- Performs customer service that results in satisfied customers

Knowledge and abilities:

- Knowledge of the philosophy, objectives and requirements of a community based aquatics program
- Must be versed in all the latest safety standards and information related to aquatics
- Ability to supervise staff and volunteers effectively
- Ability to function effectively under direct supervision and develop working relationships with fellow city employees and the public
- Good communication, both verbal & written is required & must include ability to talk with upset/angry customers, giving corrective feedback to staff & informing the Pool Manager of any incidents, concerns or needs
- Ability to receive direction and follow written and oral instructions
- Ability to handle and prioritize multiple tasks & complete tasks by the assigned deadline or in a timely manner
- Ability to remain calm in an emergency situation
- Able to lift at least 40 lbs.
- Ability to swim 500 yards & tread water for 2 minutes
- Other skills: reliability, dependability, creativity, enthusiastic

Other:

- Must be at least 19 years of age
- Employees may only request 7 days off from work during each summer season
- Attendance is mandatory for pre-season In-service
- Pay rate: \$9.97

For more information contact Nevada City Parks and Recreation 530-265-2496 x129. Applications are available at www.nevadacityca.gov

Application deadline: March 8, 2012