



EMPLOYMENT OPPORTUNITY

ASSISTANT POOL MANAGER

\$13.25 per hour

*This position is not eligible for City benefits other than those mandated by Federal and State Law
Position is Seasonal Part-time/Flexible June to August 2017*

Open: Monday, March 20, 2017
Continuous recruitment until filled

Apply at: www.calopps.org

**A completed online employment application is REQUIRED and must be submitted at www.calopps.org.
Submit required certificates with application. Valid certificates in Lifeguard Training, Title 22, CPR for the Professional Rescuer, and Standard First Aid are required and Water Safety Instructor certificate is desirable.**

Incomplete, late, emailed, faxed and hard copy applications will NOT be accepted.
Resumes will NOT be considered in lieu of the required employment application.



Recreation Building



Aquatics Staff



Safety Training

POSITION SUMMARY

Under the direction of the Pool Manager, the Assistant Pool Manager is responsible for assigned aquatics program areas, and acts as Pool Manager during the Pool Manager's absence. The Assistant Manager assists in the direction and supervision of the staff and programs at the facility. This is an at-will, intermittent, part-time, hourly position without City-paid benefits. Some evening and weekend work may be required.

ESSENTIAL AND IMPORTANT DUTIES AND RESPONSIBILITIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties to address business needs and changing business practices:

- Acts as Pool Manager in his/her absence.
- Assist with pool staff assignments and scheduling.
- Perform lifesaving practices and standards according to accepted industry standards.
- Assist with training and supervision of staff and volunteers on assigned duties.
- Meet program goals and objectives, collect and maintain relevant statistical records and data.
- Acts in capacity of pool lifeguard.
- Assist in maintaining on-site security and safety of participants, staff, and others in the pool area, preparation and maintenance of incident records.
- Assist in organization, teaching and evaluation of swim lessons and pool activities.
- Enforce City and program rules and guidelines.
- Assist Pool Manager to monitor correct completion of required paperwork.
- Attend pertinent staff meetings as required during the season.
- Perform other program-related duties as assigned.

QUALIFICATIONS

Minimum Requirement:

Must be at least 18 years of age.

Ability to:

Work a flexible work schedule, which may include evening, weekdays, weekends and holidays.

Communicate clearly and concisely, both orally and in writing.

Accept leadership role in the Pool Manager's absence.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Demonstrated swimming skills that meet the American Red Cross guidelines for aquatics program personnel.

Experience:

One year experience as a swim instructor/lifeguard at a public swimming facility.

Prior experience working with age-appropriate groups.

License or Certificate:

Possession of an appropriate, valid driver's license and proof of auto insurance.

Possession of valid certificates in Lifeguard Training, Title 22, CPR for the Professional Rescuer, and Standard First Aid; Water Safety Instructor certificate is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in an environment that will cause exposure to light chemical substances, such as chlorine. All work activities are performed in a public swimming facility.

Physical: Primary functions require sufficient physical ability and mobility to work in a public swimming facility; may be required to rescue swimmers in distress and/or demonstrate beginning through advanced swim strokes; to stand or sit for prolonged periods of time; to regularly stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight (up to 50 pounds); and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

EXAMINATION PROCESS

Applications will be evaluated and scored on a continuous basis until a sufficient number of candidates achieve a passing score, at which time, the application process will be closed. The City will screen for those applicants who possess the desirable qualifications. Those who receive the highest scores will be invited to meet with the Recreation Manager. The successful candidate will advance to the selection process, which includes the required post-offer examinations.

SELECTION PROCESS

Offers of employment may be subject to successful completion of a pre-employment background check, fingerprint clearance, and a physical examination. The I-9 verification form designated by Immigration and Naturalization Service is required to certify eligibility for employment in the United States.

PLEASE NOTE: The provisions of this bulletin do not constitute a contract or offer of employment expressed or implied.

AMERICANS WITH DISABILITIES ACT

In accordance with the Americans with Disabilities Act (ADA), if you require accommodations for the examination, please contact the Human Resources office at least 72 hours in advance of the test to request; official documentation of your need for accommodation may be required.

**THE CITY OF CERES IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY**