

City of Dallas Center
Job Description

Title: Seasonal Assistant Pool Manager
Department: Swimming Pool
Facility and Work Area: Dallas Center Lena Moser Swimming Pool
Position reports to: Swimming Pool Manager

Job Description:

As an assistant manager you are responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. In addition, you are responsible for the daily operation of the pool in the manager's absence.

Minimum Qualifications:

Current American Red Cross Lifeguard Training/First Aid.
CPR for the Professional Rescuer (must current).
Experience as a lifeguard, preferably at the Dallas Center Swimming Pool.

Knowledge and Skills:

Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
An understanding of facility characteristics, rules, policies, and procedures.
Leadership and public relations skills.
Decision-making skills.
Understanding of daily pool operation routines and procedures. |
Ability to multi-task and give direction and guidance to staff.

Responsibilities:

Oversee the work of all lifeguards on duty during your shift.
Recognize and respond effectively in emergencies.
Enforce all aquatic facility policies, rules, and regulations.
Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the manager.
Complete daily records and reports.
Participate in regular in-service training sessions.
Exercise regularly to maintain fitness level (strength and endurance). Complete additional duties as assigned by the manager.

Responsible To:

As an assistant manager, you are responsible to communicate with the manager in the event of any situation or emergency. If the manager is not available through telephone, you are to communicate with a board member or city hall. In the event that you have a situation that arises, which conflicts with the manager, you need to file a complaint report with a pool board member. All assistant managers/lifeguards are employed by the City of Dallas Center.

Primary Duties:

In the absence of the manager, the assistant manager will assume responsibility for the daily operation of the pool.

Assistant managers must follow all rules and expectations set for all lifeguards, as stated in the following pages under "Lifeguard Information".

In addition to the lifeguard rules and expectations you will be responsible for:

1. Overseeing the daily operation of the pool.
2. Providing leadership to the guarding staff.
3. Monitoring patron activity and assisting in situations.
4. Giving direction to guard staff to fulfill all duties and follow all rules.
 - a. Completion of Opening / Closing duties
 - b. Maintaining proper/professional guarding techniques/skills/policies
 - c. Providing professional assistance to all patrons
5. Testing the water levels every two hours and record on form.
6. Manage all paper work filled out including:
 - a. Daily Record Sheet
 - b. Daily Attendance & Record Sheet
 - c. Time Cards
 - d. Activity Forms (passes, swim lessons, pool parties, aerobics, etc.)
 - e. Patron Discipline Incident form
 - f. Patron Accident form
7. If you are closing, you need to complete the deposit sheet. A balance of \$50.00 needs to be left in the drawer for the next day's beginning balance. The deposit sheet needs to be put into the bag with the money and dropped off at the city hall that same evening. Another guard should follow you to the city hall to witness the deposit.
8. Evaluate patron to guard ratio and maintain accurate supervision. If there are extra guards on duty, send the guard who is nearest to being off home early. If not enough guards, call a guard in to assist for the busy period.
9. Report any incidents/accidents with patrons/staff to the manager immediately. If manager is unavailable, leave a message and then proceed to contact a pool board member or the city

The City of Dallas Center retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual. Equal Opportunity Employer.