

COPY

Natorium Pool Manager – Part Time

Reports to: Aquatics Coordinator
Position Control No.: 7426

Department: Recreation & Tourism

Exempt Non-Exempt
 Full Time Part-Time Seasonal

Department Head Approval: [Signature] Date: 5/29/19

JOB SUMMARY:

Under general supervision, responsible for the overall daily operation of the indoor pools and their staff and assist with outdoor pool operation in absent of Aquatics Coordinator. Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies, along with related work as required. As the Assistant Swim Coach they will support the head coach by organizing the Swim Team and assisting with the direction of practices including the instruction and motivation of athletes in strategies and techniques. This person in this position will also observe and enforce all rules and regulations pertaining to the pool

ESSENTIAL JOB FUNCTIONS:

1. Oversee daily operation of the Indoor pools and ensures that the aquatic staff is efficient and competent.
2. Ensuring adequate number of staff required is present.
3. Ensure all pool logs are complete
4. Opening and close the facility on time.
5. Check the proper maintenance of equipment and sanitation of pool and bathhouse facilities and notifies Aquatics Coordinator of any deficiencies
6. Assign and post lifeguards duty areas.
7. Enforce pool rules and regulations for the safety and convenience of the public
8. Works indoors and outdoors in extreme temperatures including heat, cold, temperature swings and inclement weather.
9. Communicate effectively with the public on regular basis.
10. Handle complaints made by public in diplomatic manner or refers to Aquatic Coordinator when necessary.
11. Perform maintenance and custodial chore; may be required to carry, push, pull, drag, or hold objects up to 25-50 pounds of equipment or furniture.
12. Supervise large groups including children both visually and audibly to ensure health/safety standards and the orderly integration of all programs.
13. Receive training on city policy for cash handling in order to receive payment and review cash logs.
14. Assist with Training staff
15. Assist with aquatics program planning and operate software for program registration.
16. Collaborate with other departments during special events
17. Assist head coach with the instruction of athletes in the rules, regulations, equipment, and techniques of the sport.
18. Organize and direct individual and small group practice activities/exercises/workouts as directed by the head coach.

19. Assess swimmers' skills, monitor athletes during practice and competition, and keep the head coach informed of the performance of athlete.
20. Assist head coach with supervising athletes during practices and competition.
21. Follow established procedures in the event of an injury.
22. Model sports-like behavior and maintain appropriate conduct towards athletes, parents, staff members, officials and spectators.
23. Present professional appearance and attitude at all times and maintain a high standard of customer service.
24. Assist with keeping attendance rosters and ensure the safety of all persons in the facility.
25. Perform support task such as distributing and maintaining eligibility forms, and other related records.
26. Assist the head coach with submitting a list of award winners at the end of the season.
27. Attend mandatory meetings and training sessions as scheduled.
28. Participate in special events including swim meets, parent's nights, fundraiser events, and award banquet.
29. All other duties as assigned.

QUALIFICATIONS:

1. At least 18 years of age.
2. High School Diploma or GED. Minimum of (two) seasons of lifeguard experience.
3. Required lifeguard CPR/AED Certification as scheduled by director
4. Prior swim experience preferred.
5. Prior instructor/swim coach experience.
6. Must maintain test ready skills for unannounced facility audits
7. Ability to prepare routine administrative paperwork.
8. Ability to follow routine verbal and written instructions
9. Ability to react calmly and effectively in emergency situations
10. Ability to pass pre-employment physical skills evaluation as stipulated by Aquatics Coordinator.
11. Ability to maintain a high fitness level.
12. Ability to give verbal written instructions and verbal and written instructions and ensure that staff completes them.
13. Ability to work independently and possess energy and enthusiasm.
14. Ability to positively interact with the general public.
15. USA swimming certification is preferred but not required.
16. Knowledge of Team and Meet Manager systems.
17. Knowledge of/background in general training and fitness (for dry lands) preferred.