



EMPLOYMENT OPPORTUNITY

ASSISTANT POOL MANAGER

\$18.15 to \$20.01 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 May 2022 to August 2022*

Open: Monday, March 7th, 2022
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.

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- SEE JOB POSTING FOR FULL LIST

- 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.

QUALIFICATIONS

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.

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**