

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

AQUATICS CENTER ASSISTANT MANAGER

Department: Recreation
Pay Grade: P102
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, this position will perform a variety of complex and responsible aquatic and administrative duties to assist management and operation of a fast paced, indoor aquatic center in accordance with District policies and procedures.

ESSENTIAL JOB FUNCTIONS

- Will open, close, secure, and maintain a safe program environment and facility that aligns with District rules and regulations.
- Develop, conduct, promote, supervise, and participate in various aquatic activities, programs, and rentals to include use of equipment, and District reports.
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance.
- Demonstrate continuous effort to improve operations, and streamline work processes within the aquatic center and other departments.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy; receive payment, count money, and make change; prepare District reports.
- Will support with marketing/programming material for the Aquatic Center.
- Serve as lead support for aquatic staff to include scheduling management, in-service training, and lifeguard/programming support.
- Respond to injuries, and perform water rescues by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures.
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment in addition to cleaning and stocking facilities.
- Perform other related duties as assigned.

QUALIFICATIONS**Education and Experience:**

A High School Diploma or GED with minimum of two years of lifeguard experience, or equivalent combination of education and experience. Previous supervisory, facility management, or college coursework highly desirable.

Special Qualifications:

American Red Cross certifications: Lifeguard, First Aid and CPR for the Professional Rescuer with Title 22 required and obtain Water Safety Instructor (WSI) certification within 12 months of employment; American Red Cross Lifeguard Instructor certification, Certified Pool Operator or Aquatic Facility Operator desirable. Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, possess a valid Driver's License with a clean California Department of Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District.

Knowledge, Skills, and Abilities:

- Knowledge of common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak before groups of customers or employees of the organization.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequent use of office equipment; frequently required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, crawl, climb, and balance.
- Lifting: frequently up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Taste and/or smell.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work inside and outside in seasonal climate and weather conditions; work on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to

different locations; work irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date