



**Manager**  
Seasonal/Temporary at-Will  
0-40 Hours/Week  
\$17.00-19.00/hr

### Classification Elements

Under the direction of the Recreation Supervisor, assists in swimming lesson instruction, programming, maintenance, and operation of Splash Zone and other duties as advised by the Recreation Supervisor. This temporary seasonal position is at will, assists in supervising all other temporary staff, and reports directly to the Recreation Supervisor.

### General assignments

1. Train staff and teach swim lessons as needed in a conscientious manner.
2. Supervise and communicate with staff.
3. Assist in development and implementation of in-service training/training material, for aquatic and non-aquatic positions.
4. Respond quickly, effectively and efficiently to all emergency situations as trained.
5. Fully report all accidents/concerns involving any aspect of the facility to the Recreation Coordinator.
6. Process documents pertaining to water quality, incident reports, and personnel audits.
7. Perform/document pool safety, water quality tests and maintenance inspections.
8. Ensure that all staff is audited on a regular basis and that accurate records of the audits are maintained.
9. Assist in the development and implementation of various programs, including swimming lessons, at Splash Zone.
10. Assist in the development and implementation of a public aquatic safety program.
11. Ensure cleanliness and professional appearance of all facilities at all times.
12. Schedule staff in accordance to the policy manual.
13. Report financial and attendance numbers to the Recreation Supervisor on a weekly basis.
14. Daily reconciliation of admissions and products sold to the money taken in.
15. Performs other related duties as assigned.

### Knowledge, and Abilities

#### **Knowledge:**

1. Water Safety Instruction (WSI), Standard First Aid, CPRPR and lifeguarding techniques, LGI. (American Red Cross)
2. Functions of a cash register and calculator or ability to learn.
3. Basic Mathematical functions.

#### **Ability To:**

1. Interact with general public.
2. Enforce regulations in a fair, impartial and polite manner.
3. Deal with staff and public in a professional, team-oriented manner.
4. Anticipate and prevent accidents.
5. Fulfill general lifeguard standards (American Red Cross).
6. Work cooperatively with others.

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### **Education and Experience**

1. Minimum two seasons experience as a Head Guard or Head Front Desk/Concessions highly desired.
2. Supervisor experience is highly desirable.
3. ARC LGI is highly desirable.

### **Licenses and Other Requirements**

1. Current American Red Cross First Aid/CPR for the Professional Rescuer and Lifeguard Training are required.
2. American Red Cross WSI is highly desirable.
3. Valid driver's license.

### **Working Conditions**

#### **Environment:**

1. Indoor and outdoor environment.
2. Working varied hours including weekends, evenings and holidays.

#### **Physical Abilities:**

1. Reach bottom of diving tank while holding breath for period of time (30-60 seconds).
2. Climbing.
3. Standing for extended periods of time.
4. Lifting heavy objects weighing fifty (50) pounds.
5. Walking.
6. Reaching overhead and above shoulders.
7. Kneeling or crouching.
8. Hearing and speaking to communicate information.
9. Reading and writing to communicate information.
10. Seeing to monitor activities.
11. Sensing hot and cold.
12. Smelling/sensing chlorine or chemically unbalanced water.

#### **Hazards:**

1. Exposure to dissatisfied or abusive individuals.
2. Exposure to heat and cold.
3. Exposure to electrical equipment.
4. Exposure to moving and sharp equipment.
5. Exposure to cleaning materials and chemicals.
6. Exposure to body fluids.
7. Exposure to distressed, non-swimming, and ill people.
8. Exposure to pool related chemicals (Chlorine, Acids).