



# Nevada City Parks and Recreation

## Job Description - Aquatics

### ASSISTANT POOL MANAGER

Under supervision of the Pool Manager, assist in the oversight of the aquatic facility by working with the Pool Manager in scheduling and supervising employees, maintaining the facility, equipment and aquatic programs. A qualified candidate must have at least two seasons experience as a Lifeguard and/or a Swim Instructor or have experience in a similar position. Applicants must possess the following current certifications: Lifeguarding/First Aid/CPR/AED.

#### Typical Job Duties:

- Demonstrate leadership abilities and conduct oneself in a professional manner
- Give effective directions to lifeguards, cashiers and swim instructors
- Present one's self in a professional manner at all times
- Is responsible for Pool Manager's duties in his/her absence. Performs lifeguard, cashier or other similar duties when the manager is present and when needed
- Assist with conducting In-services
- Insure facility cleanliness and maintenance
- Assist Pool Manager when required
- Maintain accurate and timely records and reports
- Ensure patron safety during all hours of operation
- Appropriately respond when the Emergency Action Plan is activated
- Performs customer service that results in satisfied customers
- Ability to balance a cash drawer
- Assist with all Parks & Recreation programs - as assigned

#### Knowledge and abilities:

- Knowledge of the philosophy, objectives and requirements of a community based aquatics program
- Must be versed in all the latest safety standards and information related to aquatics
- Must be versed in all the program and operational information related to the Nevada City Pool & other Parks & Recreation programs
- Ability to supervise staff and volunteers effectively
- Ability to function effectively under direct supervision and develop working relationships with fellow city employees and the public
- Good communication, both verbal & written is required & must include ability to talk with upset/angry customers, giving corrective feedback to staff & informing the Pool Manager of any incidents, concerns or needs
- Ability to receive direction and follow written and oral instructions
- Ability to handle and prioritize multiple tasks & complete tasks by the assigned deadline or in a timely manner
- Ability to handle multiple tasks
- Ability to remain calm in an emergency situation
- Able to lift at least 40 lbs.
- Ability to swim 500 yards & tread water for 2 minutes
- Prior exposure working with children and the public is desired
- Other skills: reliability, dependability, creativity, enthusiastic

#### Other:

- Must be at least 18 years of age
- Employees may only request 7 days off from work during each summer season
- Pre-season & weekly in-service is mandatory (only 2 weekly trainings can be missed)
- Pay: \$15.00/hour

For more information contact Nevada City Parks and Recreation 530-265-2496 x129.

Applications are available at [www.nevadacityca.gov](http://www.nevadacityca.gov)

Applications are due February 28, 2020