



Conejo Recreation & Park District

Job Description

Title: Assistant Pool Manager

Status: Part-Time, Flexible

Division: Recreation & Community Services

Job Grade: 4

Position Summary:

Under general supervision, assist in organizing, conducting, and participating in specialized recreational programs for the community and provide responsible and technical staff assistance in an Aquatics program in accordance with the District policies and procedures.

Essential Job Duties:

- Assist in managing the operations of pool and aquatic programs in a large municipal setting
- Provide explanation, clarification, and reinforcement of pool policies, procedures, and regulations
- Assist and participates in the planning, organization, and supervision of aquatic programs.
- Administer First Aid and CPR/AED when necessary
- Perform the duties of lifeguard and instructor
- Assist in the selection, training, supervising, evaluating, and scheduling of aquatic staff
- Maintain high standard of pool safety, respect, discipline, and good public relations; keeps Materials Data Safety Sheets current
- Take and document daily pool chemistry readings
- Provide excellent customer service to all patrons and permit groups
- Assist in maintaining equipment and supply inventory
- Responsible for monies collected
- Attends all aquatics managerial meetings

Other Responsibilities:

- Assists in producing flyers and/or brochures
- Prepares and teaches American Red Cross courses to public and staff
- Participates in Community organizations or associations related to the Aquatics area
- Perform other related duties as assigned

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty* satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required:

Education and Experience:

Minimum age of 18 years old with a High School Diploma (or GED). At least 1,000 hours of aquatic recreation leadership and lifeguarding experience.

Language Ability:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals, periodicals related to unit assignment, technical procedures, and/or government regulations. Ability to write routine reports and letters and create forms. Ability to communicate effectively in both written and oral form, including presentations before diverse groups and teaching.

Math Ability:

Ability to calculate figures and amounts such as percentages, petty cash or bank accounts, refunds, or credits. Ability to determine costs associated with program and keep records.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

- Lifeguard Training Certification
- Water Safety Instructor (WSI) Certification
- First Aid for Public Safety Personnel (Title 22) within six months of hire
- CA Driver's License and Proof of Insurance required if driving on behalf of the District

Supervisory Responsibilities:

Supervisory responsibility is limited to directing and monitoring the activities of year-round and seasonal aquatic staff. This position may participate in the interviewing and hiring of contract staff and is responsible for completion of documentation at completion of contract period.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

While performing the duties of this job the employee is regularly exposed to outdoor weather conditions; wet or humid conditions. The employee is occasionally exposed to moving mechanical parts; high precarious places, and pool chemicals. The noise level in the environment is moderate. Exposure to hazardous conditions will vary depending on the Unit assignment.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duty* of this job:

While performing the duties of this job the employee is frequently required to walk, sit; use hands to finger, handle, or feel; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; taste or smell. The employee is frequently required to lift up to 25 pounds and occasionally up to 50 pounds. The vision requirements include close and distance vision; color and peripheral vision; depth perception; ability to adjust focus; and the ability to see in poor light or have good night vision. Physical demands may vary according to Unit assignment.

** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Title: Assistant Pool Manager

Revised 02/2023

Pursuant to California Government Code § 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.