

Education and/or Experience

High School diploma or general education degree (GED); minimum of two seasons experience as a lifeguard and instructor, one season of which is comparable in type/level to at least that of a senior lifeguard. NOTE: One season equivalent to 400 working hours.

Language Skills

Ability to read interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak to effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Certificates

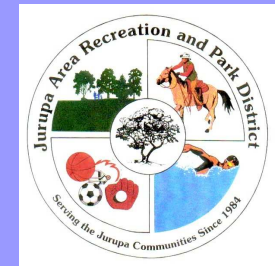
Current American Red Cross Life Guarding and First Aid Certificate, or equivalent, American Red Cross CPR for Professional Rescuer Certificate or equivalent and Water Safety Instructor Certificate. Candidates will need to complete Title 22 Training. The possession of a Lifeguard Instructor Certificate for Lifeguard, Standard First Aid and Basic Life Support CPR is highly desirable.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hand and arms; climb or balance; talk or hear; and taste and smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and /or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perceptions and ability to adjust focus.

Pool Manager I

Jurupa Area Recreation and Park District



4810 Pedley Road
Riverside, CA 92509

Phone: (951) 361-2090
Fax: (951) 361-2095

Job Description

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(951) 361—2090

Pool Manager I Job Description

Job Title: Pool Manager I
Department: Recreation
Reports to: Pool Manager II/
Recreation Coordinator
FLSA Status: Hourly
Approved By: Board of Directors
Approved Date: January 11, 2007
Pay Range: \$11.28—\$13.72/hour

Summary

Under direction, assist in the management and the operation of the district swimming pool; and do related work as required.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Minimum 18 years of age.

Essential Duties and Responsibilities

Plans and schedules the operation of the public swimming pool; assigns and reviews the work of subordinates at the direction of the Recreation Coordinator; assists the Recreation Coordinator in conducting in-service training programs and conducts alertness tests for guards and staff. Other duties include receipting and logging money from the public; preparing and submitting daily reports, temperature, chlorine and acid content; watches for unsafe conditions or practices and recommends corrective action; supervises the development of special programs; enforces departmental rules and regulations governing the use of the swimming pool.

Pool Manager I

Examples of Duties

- Supervise of the operation of the pool and aquatics programs.
- Maintains good public relations.
- Assists the Recreation Coordinator when needed.
- Maintains high standards of pool safety and sanitation.
- Maintains current inventory of all pool supplies.
- Assigns and keeps record of pool staff to specific duties and work schedules.
- Is able to meet emergencies, assists in training staff in emergency procedures.
- Supervises all swimming classes which are conducted at the pool.
- Assumes the duties of an instructor of lifeguard when necessary.
- Maintains financial records.

Supervisory Responsibilities

Directly supervises Assistant Pool Manager, Head Lifeguard, Lifeguards I/II, Cashiers. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

District Application Required. Resumes will not be accepted in lieu of applications.

(Description continued on back.)

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