



## Pleasant Valley Recreation and Park District Job Description

<b>Job Title:</b>	Aquatic Center Assistant Manager	<b>Category:</b>	Staff
<b>Department:</b>	Recreation	<b>Prepared Date:</b>	February 2019
<b>Reports To:</b>	Recreation Supervisor	<b>Approved by:</b>	Board of Directors
<b>FLSA Status:</b>	Non-Exempt	<b>Approved Date:</b>	March 6, 2019

**SUMMARY:** Under general supervision, this position performs 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 DUTIES AND RESPONSIBILITIES:** Includes the following, with a focus on high quality customer service, in depth knowledge of aquatics and overall facility management and operation. Performs additional duties as assigned:

- Represent self, District and Aquatic Center in a professional manner.
- Possess excellent oral and written communication skills.
- Possess strong math skills with the ability to apply basic addition and subtraction as well as calculate figures and amounts such as percentages, discounts, and fractions with a high degree of accuracy and detail.
- Possess excellent cash handling skills to prepare and complete daily cash report and deliver money to bank.
- Accurately check biweekly timecards for aquatic staff and submit to supervisor.
- Plan, coordinate and conduct staff trainings and in-services to a team of 25-50 lifeguards in coordination with the Recreation Supervisor.
- Prepare and review weekly employee schedules using online scheduling system.
- Manage overall operation of aquatic center, staff, daily activities and programs.
- Organize and manage large year-round comprehensive swim lesson program.
- In coordination with Recreation Supervisor - plan, develop and conduct a variety of aquatic related activities, programs, classes and events.
- Schedule and arrange facility activities, rentals, maintain records, prepare invoices, prepare and submit program evaluations and department reports.
- Prepare a variety of brochures, calendars, posters, flyers and related communication material to market District programs.
- Assist with reviewing and proofing the District Activity Guide, website, brochures and other related material.
- Ensure the application of and compliance with established District Policies and Procedures.
- Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Maintain an open and effective system of communication throughout the Aquatics Division and other divisions within the Recreation Services Department.
- Successfully and accurately learn and use District online registration system.
- Work cohesively with other Departments within the Pleasant Valley Recreation and Park District.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, data entry, picking up supplies needed for activities, collecting fees, Lifeguard and teach swim lessons when needed.
- Perform other duties as assigned.

**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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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**EDUCATION and/or 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.

**CERTIFICATES, LICENSES, REGISTRATIONS:** 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, and possess a valid Driver's License with a clean California Department 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.

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell; climb and balance.

**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 the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.