



Pleasant Valley Recreation and Park District, Camarillo, California

EMPLOYMENT OPPORTUNITY

AQUATIC CENTER ASSISTANT MANAGER

Starting at \$16.17 to \$18.27 per hour

Part Time, Restricted/Seasonal, Non-Exempt

APPLICATIONS DUE IMMEDIATELY

The Pleasant Valley Recreation & Park District is currently accepting applications for an Aquatic Center Assistant Manager which performs a variety of aquatic and administrative duties to assist management and operation of a high-risk aquatic facility. This position must be able to multi-task and respond to emergencies with strong decision making skills. This position requires working alongside a variety of District staff from different departments and ensuring all aquatic staff are trained properly and to the highest standards. **A flexible schedule is desired, schedule will likely include evenings, weekends and some holidays.** Schedule is subject to change due to time off, holidays and emergency coverage. We are looking for a positive, self-starter with good customer service skills with a “can-do attitude!”

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.

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.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at
1605 E. Burnley St., Camarillo, CA 93010 -or – at www.pvrpd.org

Or at the Pleasant Valley Aquatic Center
1030 Temple Ave., Camarillo, CA 93010

Application: Based on the information provided in the application documents, candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement. Fill out the application completely; blank spaces or false information may cause rejection.

Interview: A job related interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. After the Appraisal Interview, the top candidates may be invited to a second interview with District staff.

Note: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

Apply Immediately

MAIL / FAX / DROP OFF DISTRICT APPLICATION, RESUME, AND ADDITIONAL FORMS TO:

Pleasant Valley Aquatic Center	Phone:	805-987-8198
C/o Macy Trueblood	Fax:	805-383-0316
1030 Temple Ave.	Email:	mtrueblood@pvrpd.org
Camarillo, CA 93010	Web:	www.pvrpd.org

The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background /Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
AQUATIC CENTER SUPPLEMENTAL QUESTIONNAIRE**
(Attach this supplement and a copy of your certifications to your application)

The District retains part time staff on a year-round basis, we do most of our hiring in the Fall and Spring. Mandatory staff training is required prior to the start of summer programs and is ongoing throughout the year. Please complete this supplemental form along with the district application. Incomplete forms will not be accepted.

NAME _____ EMAIL _____ CELL _____

PLEASE CHECK YOUR CURRENT AMERICAN RED CROSS APPLICABLE CERTIFICATES & LIST EXPIRATION DATES:

<input type="checkbox"/>	LIFEGUARD	expiration: _____
<input type="checkbox"/>	FIRST AID	expiration: _____
<input type="checkbox"/>	CPR FOR THE PROFESSIONAL RESCUER & AED	expiration: _____
<input type="checkbox"/>	WATER SAFETY INSTRUCTOR	expiration: _____
<input type="checkbox"/>	TITLE 22	expiration: _____
<input type="checkbox"/>	LIFEGUARD & CPR(PROF.) INSTRUCTOR	expiration: _____
<input type="checkbox"/>	OTHER _____	expiration: _____

**** Please attach copies of your certifications or bring them to your tryout.**

PLEASE CHECK APPLICABLE CERTIFICATIONS THAT YOU ARE IN THE PROCESS OF EARNING AND LIST THEIR ESTIMATED COMPLETION DATES:

<input type="checkbox"/>	LIFEGUARD	completion: _____
<input type="checkbox"/>	FIRST AID	completion: _____
<input type="checkbox"/>	CPR FOR THE PROFESSIONAL RESCUER & AED	completion: _____
<input type="checkbox"/>	WATER SAFETY INSTRUCTOR	completion: _____
<input type="checkbox"/>	TITLE 22	completion: _____
<input type="checkbox"/>	LIFEGUARD & CPR (PROF.) INSTRUCTOR	completion: _____
<input type="checkbox"/>	OTHER _____	completion: _____

Are you interested in summer employment only? Y N Are you interested in year-round employment? Y N

When is the first day you can begin working? _____

When is the last day you can work? (summer only employment) _____

At least one full weekend day is mandatory. Are you available to work: Saturdays, Sundays or Both?

Do you have any scheduled vacations upcoming? Y N If yes, what dates? _____

If hired, you are required to attend MANDATORY staff trainings.