

Assistant Aquatic Coordinator

Job Description:

The Manager is responsible for the overall daily operation of the City swimming pool and its staff.

Responsible for ensuring the safety of facility patrons by preventing and responding to emergencies. Responsible for Lifeguard and Jr. Lifeguard staff by monitoring surveillance and conducting In-Service training sessions.

Minimum Qualification:

Current certification in the following:

- American Red Cross Lifeguard Instructor and/ or Water Safety Instructor and/ or American Red Cross Lifeguard Manager
- American Red Cross Lifeguard Training
- American Red Cross First Aid
- American Red Cross CPR/AED for the Professional Rescuer
- Minimum of two (2) seasons lifeguarding experience.
- Minimum of one (1) full season of assisting/ teaching swim lessons.
- Pre-employment testing required by local or state laws
- American Red Cross Saba System
- Minimum Knowledge, Skills, and Abilities
- Familiar with duties of all other pool staff.
- Familiar with general pool operations and equipment.
- Experience as an assistant manager or as a manger preferred.
- Ability to work odd hours and be on call when off shift.

Knowledge And Skills:

- Thorough knowledge and application of life guarding surveillance and rescue techniques
- An understanding of facility characteristics, rules, policies, and procedures
- Leadership and public relations skills
- Decision-making skills
- Be familiar with New Jersey State Bathing Codes and Camp Codes
- Be familiar with City Ordinance and Aquatic Program
- Ability to perform under pressure.

Responsibilities:

- Performs all supervisory functions of pool manager when in direct charge of the pool
- Train staff.
- Assists in scheduling all pool workers, maintaining time sheets and hourly records and evaluations of all pool workers.
- Performs regular lifeguarding duties as necessary
- Recognize and respond effectively in emergencies.
- Enforce all aquatic facility policies, rules, and regulations.
- Assist in ensuring that proper signage is visible and adequate.
- Assist in ensuring that signage is in good condition and replace damaged ones.
- Assist in making sure bulletin boards are neat and detail oriented with Aquatic Program Information.
- Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the supervisor.
- Conduct daily staff inspection of staff uniform and essential wear.
- Maintain a daily log.
- Test and log the water chlorine and pH levels every 2 hours.
- Assist with swim lessons.
- Recruit, coordinate and coach site swim team (a minimum of 10 members).
- Complete records and reports.
- **Conduct and participate** in regular In-Service training sessions at least twice a day on a daily basis.
- Assist with planning weekly lesson plans for Daily Staff In-service
- Log (in detail) all In-Service training sessions.
- Exercise regularly to maintain fitness level (strength and endurance).
- Assist with planning weekly lesson plans for Learn-To-Swim Program.
- Take inventory and inspect equipment for Learn-To-Swim Program.
- Assist lifeguards in providing first aid as necessary.
- Establish and monitor daily rotation schedule.
- Establish and monitor break schedules and rain day schedules.
- Must show enthusiasm and remain flexible.
- Welcome (with a smile) every patron/group to our facility (upon their arrival).
- Thank (with a smile) every patron/group for swimming at our facility upon their leaving).
- Communicate with Manager on days off to stay abreast of facility happenings.
- Assigns duties to lifeguards
- **Complete End —of—Season Report (Due August 24, 20xx at 11:00 a.m.) *Must be type written.**
- **Complete additional duties as assigned by supervisor.**

Responsible To: Aquatic Coordinator, Recreation Director