

**TITLE:** ASSISTANT POOL MANAGER**RANGE:** \$23.00 - \$27.20 / hour**REPORTS TO:** Pool Manager**FLSA STATUS:** NON-EXEMPT**UNIT:** n/a

*This description is intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification. Sufficiently similar duties not specifically mentioned herein are not expressly excluded.*

**Job Description:**

The Assistant Pool Manager will work closely with the Pool Manager to provide a safe swimming environment, oversee the daily operations of the aquatic facility, including staffing, scheduling, and maintenance. This position will assist in supervising lifeguards and other staff members, ensuring adherence to safety protocols and providing support as needed. The Assistant Pool Manager will also be responsible for administrative tasks, such as record-keeping, inventory management, and customer relations.

**Key Responsibilities:**

- Assist the Pool Manager in supervising lifeguards and other staff members, providing guidance and support as needed.
- Help coordinate staff schedules, ensuring adequate coverage for all shifts and special events.
- Assist with swim lesson registration.
- Reconcile cash daily.
- Assist in conducting staff training sessions, focusing on safety procedures, customer service, and facility policies.
- Monitor pool operations to ensure compliance with safety regulations and facility standards.
- Assist with routine maintenance tasks, including cleaning, equipment checks, and chemical testing.
- Handle customer inquiries and concerns in a professional and timely manner, striving to provide excellent service.
- Assist in maintaining accurate records of facility usage, incidents, and inventory levels.
- Collaborate with the Pool Manager to develop and implement pool policies.
- Perform other duties as assigned by the Pool Manager.

**Qualifications:**

- Previous experience in aquatics management or a related field preferred.
- Must be at least 18 years old.
- Previous lifeguard experience.
- Strong leadership and interpersonal skills.
- Excellent organizational and problem-solving abilities.
- Ability to work effectively in a fast-paced environment and adapt to changing priorities.
- Knowledge of pool maintenance procedures and safety regulations.
- Proficiency in computer applications Excel, Word, Smartsheet, etc.
- Ability to pass a pre-employment drug test.

*It is preferred that qualified candidates also have:*

- Current certifications in lifeguarding, CPR, and First Aid.

**Working Conditions:**

- Full-time position with variable hours during pool season, including evenings, weekends, and holidays.
- Exposure to outdoor elements and varying weather conditions.
- Physical demands including prolonged standing, lifting heavy objects, and performing manual labor.

The City of Leavenworth is an equal opportunity employer.