



City of Leavenworth

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POSITION VACANCIES Assistant Pool Manager

The City of Leavenworth, an Equal Opportunity Employer (EOE), is seeking qualified individuals for Assistant Pool Manager position(s) at the Howard Hopkins Memorial Pool for the 2025 summer season.

The Assistant Manager reports directly to the Pool Manager, will act as a shift lead, supervise staff and clean-up, instruct swim lessons, conduct lifeguard duties, monitor pool chemistry, respond to emergencies, enforce pool rules, handle cash, and maintain a professional attitude and appearance.

The salary range for this position is \$23.00 - \$27.20 an hour, depending on qualifications and experience. Qualified candidates must be available to work late April through early September. Position(s) will remain open until filled.

This position is non-represented and does not qualify for health insurance or paid leave benefits.

Interested applicants must be 18 years old. It is preferred that candidates have a current lifeguard certification and/or two (2) summers of pool experience. A pre-employment drug screen and background check are required.

The full job description, job application form, and instructions on how to apply are available at City Hall, 700 US Hwy 2, Monday-Friday from 9:00 AM to 4:00 PM, online at www.cityofleavenworth.com, or by contacting us at (509) 548-5275.

The first application review date is Wednesday, April 16, 2025. Position(s) will remain open until filled.

Assistant Pool Manager

Salary Range	\$23.00 - \$27.20/hour	Location	Leavenworth, WA (in-person)
Department	City Administration	Division	Howard Hopkins Memorial Pool
Employment Type	Full-Time Seasonal	Classification Type	Exempt

About the Position

The Assistant Pool Manager will provide a safe swimming environment and 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, cash handling, inventory management, and customer relations.

This position is located at Howard Hopkins Memorial Pool (694 US Hwy 2) and reports directly to the Pool Manager.

Working hours: The pool's normal hours of operation are seven days a week from opening day from 6:00 AM to 9:00 PM. Set work schedules are flexible Sunday through Saturday, 40 hours per week. Scheduling may include required coverage on weekends and holidays due to the nature of the position.

Essential Job Functions

Among the varied range of responsibilities held within this role, the Assistant Pool Manager will:

- 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.

Other job functions:

- Maintain regular, reliable, and punctual attendance.
- May be required to obtain additional education as required to conduct job functions.
- Other duties as assigned.

Pre-Employment Screening

The following pre-employment screening(s) are required for this position:

- Drug Test
- Background Check

Qualifications Requirements

- Must be at least 18 years old.
- Two (2) years of lifeguarding or aquatics management experience and/or any combination of education and experience that would provide the applicant with the desired skills, knowledge, and ability required to perform the duties associated with the position.
- Ability to obtain and maintain certifications in Lifeguarding, CPR, and First Aid.
- A valid Lifeguard Instructor certification is preferred.

Requires knowledge of:

- Pool maintenance procedures and safety regulations.
- Computer applications Microsoft Office, etc.

Requires the ability to:

- Problem-solve and remain organized.
- Work effectively in a fast-paced environment and adapt to changing priorities.
- Show strong leadership and interpersonal skills.

Physical Demands

- Sitting – Regularly
- Standing – Frequently
- Walking – Frequently
- Moving 1-10 lbs. Floor-Waist – Frequently
- Moving 1-10 lbs. Above Shoulders – Frequently
- Stooping/Bending – Regularly
- Reach Waist to Shoulder – Regularly
- Wrist/Hand/Finger manipulation (keyboarding, mousing, etc.) – Regularly
- Repetitive Motions – Frequently
- Talking – Frequently
- Hearing – Frequently
- Visual – Near Acuity – Frequently
- Visual – Far Acuity – Frequently
- Visual – Depth Perception – Regularly
- Visual – Color Discrimination – Frequently

Working Conditions

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

Disclaimers

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required, and the scope of responsibility. This should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. The Employer retains the right to change or assign other duties to this position.

Nothing in this job description is intended to create a contract of employment.