

# City of Wagner

## Assistant Pool Manager Job Description

### **Assistant Pool Manager**

The Assistant Pool Manager shall assist the Pool Manager with the overall management and operation of the Wagner Swimming Pool. The Assistant Pool Manager shall assist in enforcing safety regulations for the protection of pool guests and maintain cleanliness of the pool and surrounding area while maintaining a professional appearance and attitude.

### **Qualifications:**

Must be 15 years of age. The Assistant Pool Manager must have the ability to maintain organized and accurate records and understand and follow written and oral instruction. Must have Lifeguard, First Aid and CPR Certification. If teaching swimming lessons, must be WSI certified. Copies of certificates, to also include documents required for completion of the Form I-9, must be provided to the Finance Officer at the finance office prior to starting employment.

### **Duties and Responsibilities:**

1. Follows daily opening and closing procedures.
2. Assist Pool Manager with scheduling lifeguards, cleaning schedule, vacuuming schedule, and maintaining water in the wading pool.
3. Assist in scheduling swim lessons and private parties.
4. Determine when pool is to be closed due to low attendance or inclement weather in the absence of the Pool Manager.
5. Monitors activities of all swimming pool patrons.
6. Assists patrons with first aid needs; answer patron questions.
7. Performs daily cleanup of pool deck area and bathhouses.
8. Assume Pool Manager duties when Pool Manager is absent.
9. Comply with all laws and mandates as implemented and supervised by the Department of Health, Red Cross, etc.
10. Report all issues and irregularities to the Pool Manager as soon as possible.
11. Assist with scheduling swim lessons and private parties.
12. Deposit all monies in the bank depository at the end of the day.
13. In the absence of the Pool Manager, secure the pool area when it is not open. Keep the Parks and Recreation Commissioner, as well as the Finance Officer, informed as to matters that may develop into conflicts or problems.
14. Any other duties as assigned by the Pool Manager.