

Rockbrook Assistant Manager

BASE PAY: \$15/hr

DESCRIPTION:

Strengthen your management skills and work with an amazing community. Work alongside the Pool Manager, Lifeguards, and other Assistant Managers to ensure patrons and staff are conducting themselves appropriately. Assist in the execution of various programs at the pool. Uphold the cleanliness and order within Rockbrook Pool to ensure a safe and enjoyable pool environment for everyone.

POSITION TITLE: Rockbrook Pool Assistant Manager

REPORTS TO: Rockbrook Pool Manager

SUPERVISES: Lifeguards

PURPOSE OF POSITION: Responsible for the supervision of their assigned areas that may include supervision of specific programs, the facility, specific processes, and lifeguards. Maintain supervision, general cleanliness, and security over the pool. Assistant Managers will be required to work varied hours during the week including evenings, weekends, and some holidays.

ESSENTIAL FUNCTIONS:

Staff Management:

- Recruit, train, and supervise a team of assistant managers and lifeguards.
- Assist the manager in developing and communicating work schedules to ensure adequate coverage during operating hours.
- Supervise lifeguards through various activities including but not limited to assigning work duties, monitoring job performance, and recommending disciplinary actions.
- Assist the manager in conducting regular staff meetings to relay information, conduct lifeguard training in safety drills, and address concerns.

Safety Compliance:

- Enforce and uphold all safety regulations and pool policies.
- Assist the manager in conducting regular safety drills and ensure staff is well-versed in emergency procedures.
- Monitor pool activities to prevent accidents and respond promptly to emergencies.
- Responsible for adhering to Douglas county policies regarding hygiene, health, safety and sanitation procedures.
- Enforce Douglas County rules and regulations regarding the operation of the facility.

Customer Service:

- Foster a positive and welcoming atmosphere for pool patrons.
- Address customer inquiries, concerns, and complaints in a professional and courteous manner.
- Assist the manager in organizing and overseeing pool and gazebo rentals, swim lessons, 4th of July events and other scheduled activities.

Maintenance and Cleaning:

- Keep all supervised areas and immediate work areas clean and orderly.
- Maintain the appearance and overall environment of all facilities by having staff complete daily tasks.
- Preparing facilities for daily opening and closing, daily maintenance procedures and testing water samples.
- Maintain the pool clarity and chemicals as scheduled. Contact the Manager or Pool Board

Event Coordination:

- Work with the Manager and Pool Board Committees to plan and coordinate special events, pool parties, and swim team competitions.
- Ensure that necessary permits and approvals are obtained for events.

MARGINAL FUNCTIONS:

The job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license at the time of hire.
2. Must be at least eighteen (18) years of age at the time of hire.
3. Must be able to obtain a CPR/AED and First Aid certification, within a time frame established by the employer.
4. Must be able to obtain a Nebraska Pool Operator certification and an American Red Cross Lifeguard certification within a time frame established by the employer.
5. Must maintain all certifications as required.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work may be performed in both an outdoor and indoor environment, with the employee being exposed to extremely sunny, rainy, hot, cold and humid conditions and other fluctuations in the weather. Work required is continual physical activity, including walking, standing, kneeling, bending, crouching, reaching, stooping, lifting, and carrying objects unassisted up to 50 lbs. The incumbent is required to frequently talk, listen, sit, or stand for extended periods of time.

While performing the duties, the incumbent is required to use hands to finger, handle, feel or operate objects or controls. Hand-eye coordination is necessary to operate pieces of equipment.

Vision abilities required include close vision, peripheral vision, and the ability to adjust focus.

The noise level is usually moderate to high but may even be intense depending on the scheduled activity.

Work requires extensive interaction with the general public and other community groups and may be stressful when dealing with irate citizens, parents, patrons, facility members and program participants.