EMPLOYMENT OPPORTUNITY

Town of
Apple Valley
California

Assistant Pool Manager

Salary: $15.08 Hourly
Job Type: Seasonal
Department: Parks and Recreation
Benefits: No Benefits

The Position

Under general supervision, implements, supervises, and directs various aquatic programs; ensures the proper operations of the Town's swimming pool; ensures the safety of patrons and recreation activity participants; plans, schedules, assigns, and reviews the work of Lifeguards; and performs related work as required.

Job Functions

- Acts as site manager at the Town's pool in the absence of the Recreation Supervisor or as otherwise assigned.
- Monitors site operations and activities at the pool on an assigned shift.
- Performs all duties of a lifeguard on assigned shifts during pool hours and at all events held at the pool; trains staff to and personally conducts swim lessons.
- Assists in on-going training of aquatic employees and volunteers.
- Listens and responds to patrons' needs for assistance or information and provides the public with general information, in person and over the telephone.
- Assists in the supervision of the collection and accounting of pool admission fees and maintains financial record keeping and reporting procedures.
- Implements and enforces Town policies, rules, and procedures.
- Ensures the safety of facilities and equipment for public use; tests the temperature, chlorine, and PH values of the pool water; performs routine pool area maintenance as required; and ensures the cleanliness of assigned facilities, such as the pool, restroom and shower areas, and office space.
- Monitors facility use; opens, closes, and secures building for events and supervises the preparation of the facility and amenities for patron use; checks all equipment for safety, damage, or usability; completes proper documentation regarding any safety issues concerning facilities and equipment.
- Attends training sessions for and performs Cardiopulmonary Resuscitation (CPR), rescues, and minor first aid on infants, children, and adults in cases of emergency.
- Investigates complaints and accidents and immediately informs the Recreation Supervisor of same.
- Assists in the encouragement of participation and good sportsmanship and issues and collects recreation equipment and supplies.
- Performs a variety of clerical or technical tasks in support of Town programs and maintains a variety of accurate logs, records, and files.
- Conducts and participates in group recreational activities.
- Performs other duties as assigned.

Qualifications

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of twelfth (12th) grade, and two (2) seasons of aquatics program experience for varying age groups. Must be 18 years of age or older.

License:

- Current certification in American Red Cross Lifeguard Training; Cardiopulmonary Resuscitation Certificate (CPR) for infant, child, and adult; Standard First Aid Certificate; Water Safety Instructor Certificate desirable.
- Valid California class C driver's license with satisfactory driving record.

S e l e c t i o n   P r o c e s s

A completed Town employment application is required by the close of recruitment, on **Tuesday, March 24, 2020 at 5:30 p.m.**   The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. Applications may be mailed or delivered to 14955 Dale Evans Parkway, Apple Valley 92307 or sent via email to humanresources@applevalley.org. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted.