



Date Adopted: June 7, 2016
Date Revised: May 15, 2018

Title: Assistant Swim Lesson Manager

FLSA: Non-Exempt, Part-Time/Temporary

General Purpose:

To assist in planning, organizing, and supervising aquatics programs related to the management and operation of a public swimming pool; act as the Pool Manager in his/her absence.

Supervision Received and Exercised:

Receives immediate supervision from assigned supervisor and functional and/or technical supervision from higher-level technical personnel.

May exercise technical and functional supervision over part-time staff, as appropriate.

Essential Duties and Responsibilities:

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Assist in supervising and training swimming pool part-time staff, including input to schedules and staff evaluation; act as the Pool Manager in his/her absence;

Assist in overseeing swim lesson program; serve as swim instructor as needed;

Enforce pool safety rules and regulations; maintain orderly patron conduct;

Maintain up-to-date records and prepare related reports as required;

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service;

Perform other duties as assigned.

Minimum Qualifications:

Knowledge of:

City swimming pool rules, regulations, and policies;

Basic techniques of motivation and leadership;

Use and care of lifesaving techniques and equipment used at public swimming pools;

English usage, spelling, punctuation, and grammar.

Ability to:

Assist in the management and operation of a public swimming pool;

Oversee part-time staff activities, as assigned;

Perform all swimming strokes according to American Red Cross standards, engage in physical activity;

Deal with difficult or stressful situations in a calm and professional manner;

Prepare reports related to pool management and operations, as assigned;

Communicate clearly and concisely, both orally and in writing;

Establish and maintain cooperative working relationships with those contacted in the course of work;

Use of computer applications is desirable.

Physical Standards:

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On an intermittent basis stand, walk, and bend while monitoring aquatics programs; squat, climb, kneel and twist intermittently when setting up various programs; perform various swimming techniques when instructing staff and/or patrons; perform simple grasping and fine manipulation; and lift or carry weight of 100 pounds or less.

Training and Experience:

Any combination equivalent to education and experience likely to provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to completion of twelfth grade.

Experience: Three years' experience as a swim instructor.

Licenses; Certificates; Special Requirements:

At time of hire, must be 17 years of age or older.

Any offer of employment to an adult who will have direct contact with minors is conditional upon submission of a completed fingerprint screening and a satisfactory background check.

Current certification as an American Red Cross Water Safety Instructor is desirable.

Possession of a valid California Class C drivers' license and Certificate of Automotive Insurance for Personal Liability.

This classification is designated as a Mandatory Reporter; Completion of Mandatory Reporter training is required within one month of employment.