

Part-time Temporary
20-40 hrs/week

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

POOL MANAGER

JOB PURPOSE

Under supervision to plan, organize and direct summer swimming program, instruct swim courses to children six months and up, including adults. Responsible for supervising recreation swim programs and related duties as required.

EXAMPLES OF DUTIES

Essential Duties:

- Coordinate all pool activities through the recreation division.
- Schedule assignments for swim instructors and lifeguards for daily activities.
- Supervise registration and fee collections for swim instruction classes and recreation swim program.
- Supervise, train and work closely with swim instructors and lifeguards.
- Responsible for facility upkeep.
- Maintain program and facility safety standards.
- Keep appropriate records.
- Prepare reports on various aspects of the aquatics program.
- Enforce pool rules and state health and safety laws.
- Interpret pool rules and policies for pool patrons.
- Respond to emergency situations, administer first aid and primary care as needed.
- Complete accident and incident forms.
- Conduct public relations, offer program information, handle incoming telephone inquiries, handle or refer public complaints, post notices, maintain bulletin boards.
- Report pool repairs as necessary.
- Inventory and maintain equipment and supplies.
- Supervise staff meetings and training.

Marginal Duties:

- Perform other special duties as assigned.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Requires two years of experience in aquatics as a swim coach, swim instructor, or related activities. Lifeguard training certificate, first aid certification, such as Advanced First Aid, First Responder, Responding to Emergencies with Emergency Childbirth, or EMT 1A or equivalent to State Title 22 required level. CPR

card issued by a recognized authority such as BLS (American Red Cross) or "C" level (American Heart Association), equivalent to State Title 22 required level and water safety instructor certification. Must possess a valid California motor vehicle operator's license and must be 18 years of age at time of appointment.

Ability to: Provide leadership in planning and directing aquatics activities; schedule activities; prepare clear and concise reports; work harmoniously with staff, officials and the public; develop interest in aquatics programs and encourage participation.

Knowledge of: Principles and techniques of organizing and directing swim instruction and recreational swim activities; ability to provide leadership in organizing and directing swimming pool activities; ability to schedule programs and activities; ability to prepare publicity and reports; ability to work well with community groups, participants and staff.

CITY COUNCIL APPROVAL DATE: June 2, 1993