



1 East Main St.  
PO Box 398  
Ione, CA 95640

## **JOB ANNOUNCEMENT**

### **Part-Time/Seasonal Pool Manager**

**The application deadline is 4:00PM on March 15, 2024 or until filled.**

The City of Ione is accepting applications for a Part-time/Seasonal Pool Manager.

This position will be a part-time/seasonal role at a rate of \$17.00 per hour.

Under the direction of the Recreation Coordinator, the Pool Manager will oversee the daily operation of a municipal pool facility and organize, implement and evaluate the aquatics program and staff to ensure maximum effectiveness and maintain professional standards. Schedules will vary throughout the season.

### **Knowledge/Abilities**

#### Knowledge of:

- Current and preventative lifeguarding techniques.
- Rules and regulations of an aquatic facility.
- Swimming rescue techniques, C.P.R., and first aid.
- Instruction techniques and materials related to aquatic activities.

#### Ability to:

- Swim with proficiency and endurance.
- Maintain lifeguard certification.
- Prevent accidents and effect rescues.
- Enforce the rules and regulations of an aquatic facility.
- Perform swimming rescues, C.P.R., and first aid.
- Establish and maintain effective relationships with other employees and the public.
- Follow oral and written instructions.
- Prepare, read, and write various reports.
- Instruct students in a variety of aquatic oriented skill level classes.

**Examples of Essential Functions (Illustrative Only):** *Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Under the direction of the Recreation Coordinator, manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Communicates official plans, policies and procedures to staff and the general public.

- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints.
- Coordinates staff in the development and implementation of aquatics programs.
- Directs the patrolling of the pool and the enforcement of safety rules and regulations.
- Supervises classes, and co-sponsored programs.
- Workshops and activities for persons engaged in aquatics programs
- Schedules and runs various aquatics events throughout the season.
- Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, obtain supplies needed for activities, conducting classes, selling passes, collecting fees; arranging for rental and use of pool, helping set up for classes, events, etc.
- Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.
- Coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.
- Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public.

## **Minimum Qualifications**

*Applicant must be at least 18 years of age upon the date of hire.*

*Any combination of training and experience which would provide the required knowledge and skill. A typical way to obtain the required knowledge and skill would be:*

### **Education/Experience:**

- The ideal candidate would have a High school diploma and two seasons experience as a Lifeguard, Swim Instructor, or Assistant Pool Manager with increasing levels of responsibility.

### **Certification:**

- American Red Cross Lifeguard Training/First Aid; CPR/AED for Lifeguards, Administering Emergency Oxygen, and First Aid for Public Safety Personnel (or other Title 22 equivalent) required. American Red Cross Lifeguard Instructor and evidence of leadership training desirable.

### **Special Requirements**

- Position requires availability of 24-30 hours per week. Applicants must be willing to work flexible hours; including mornings, mid-day and holidays and occasional evenings.
- Applicants must be willing to work outdoors in varying weather conditions.
- Applicants must be physically capable of sustained walking, standing, or climbing