

**Lebanon Family YMCA
POSITION DESCRIPTION
ASSISTANT POOL MANAGER**

GENERAL STATEMENT OF DUITES

Under the supervision of the Membership and Aquatics Director, the Boswell Aquatic Center Assistant Manager is working in coordination with Pool Manager and Membership and Aquatics Director.

NATURE OF WORK

The position involves monitoring, promoting and supervising the Boswell Aquatic Center under the operation of the Lebanon Family YMCA. There is a general responsibility for upholding safety and sanitation standards. The assistant manager will be responsible for the daily maintenance of the pool and will handle the cleanliness of all pool facilities. This position will also be responsible for the maintenance and inventory of the concessions.

EXAMPLES OF WORK: (illustrative only)

1. Maintaining pool health standards set by the Lebanon Family YMCA, Laclede County and Missouri Health Departments.
2. Supervises pool personnel including hours of work, mode of dress, conduct in and around pool area.
3. Assumes the duties of a lifeguard when necessary.
4. Maintenance, operation and back washing of the filtering and circulating systems.
5. Keeps and maintains records of water chemistry, pool attendance, complaints, accidents, chemical use and employee records.
6. Conducts safety checks and facility maintenance.
7. Counts and receipts admission and concession money each day. Follows clerical instruction of Lebanon Family YMCA Membership and Aquatics Director.
8. Provide assistance to people with disabilities when needed.
9. All other duties deemed necessary by Membership and Aquatics Director.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

The Boswell Aquatic Center Assistant Manager must have: extensive knowledge of pool operations, equipment, department safety procedures and aquatics policies & procedures; ability to present ideas both orally and in writing; good working relationship with administration, staff and public; ability to handle emergency situations and gather information and analyze facts in order to identify and plan for potential problems.

COMPENSATION

The position of Boswell Aquatic Center Assistant Manager is a seasonal position within the Lebanon Family YMCA. Hourly wage dependent upon experience.

ASSIGNMENT SCHEDULE

Generally speaking, the Boswell Aquatic Center Assistant Manager's work schedule will include forty hours a week. Early morning, evening and weekend work may be required. Prior to the season, the manager will assist with lifeguard training and orientation. Hours are dependant upon the programs in progress.

ACCEPTABLE TRAINING AND EXPERIENCE

The Boswell Aquatic Center Assistant Manager is required to have a high school diploma and experience as a lifeguard or swim instructor. Must possess current American Red Cross certification in lifeguard training, CPR/AED for lifeguards, and First Aid. Managerial experience in aquatics and experience in supervising preferred but not required.