



## **Lifeguard Assistant Manager Job Description**

### **Summary:**

The Lifeguard Assistant Manager will perform lifeguard duties and assist the lifeguard manager in their tasks including; supervising all Pine Bluff Pool lifeguards, ensuring the safety of Pine Bluff Pool patrons and promoting order through procedure creation, administrative duties, facility upkeep, and delegation to lifeguards.

### **Position Type:**

Part-time, hourly, non-exempt, average 20 hours a week

### **Qualifications**

- 16 years of age or older
- Demonstration of strong leadership and motivational abilities
- Experience in customer service
- Collaborative and creative
- Previous lifeguarding experience
- Red Cross CPR/AED for the Professional Rescuer certification
- Red Cross First Aid for the Professional Rescuer Certification
- Red Cross Lifeguard Certification
- Available to work Memorial Day through Labor Day

### **Description**

#### **Management**

- Directs lifeguards in daily duties and prepares checklist of chores to be performed
- Coaches lifeguards for performance improvement, as needed, and documents same
- Performs lifeguard manager duties in absence of lifeguard manager

### Safety and First Aid

- Maintains member and pool safety in the water and on pool property
- Responds to emergencies to the extent of his/her training and certifications
- Enforces pool rules and regulations consistently and with tact

### Facility Upkeep

- Conducts and posts water test results daily
- Maintains pool water quality
- Monitors inventory of pool chemicals and cleaning supplies and reports to manager
- Maintains cleanliness of facility (i.e. cleans picnic tables, restrooms, showers, concession area, and supply areas, sweeps office, bleaches concession area nightly, and mops change rooms daily)
- Maintains pool upkeep including daily pool vacuuming, skimming, and tile cleaning
- Inspects all pool facilities and maintains good order and reports any problems or deficiencies to the manager
- Checks and completes tasks on chore list

### Member Services

- Prepares daily deposit of concession and guest fees
- Inventories and prepares shopping list for needed concessions and office supplies
- Provides necessary member communication in conjunction with the board of directors
- Opens and closes pool
- Acts as the pool's goodwill ambassador to all members and guests
- Checks in members and guests
- Receives and properly accounts for membership and guest fees
- Runs concession sales
- Oversees concession inventory daily

### Other Duties

- Organizes and potentially teaches swimming lessons and completes related paperwork

- Acts professionally and responsibly at all times while on the job
  - Reads, reviews, and signs off on the Pine Bluff Employee Disciplinary Action Plan
  - Does not have books or electronic devices in use while on duty
  - Performs other job-related duties as assigned
  - Informs superiors of situations beyond job scope
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