

MECHANICSBURG AREA SCHOOL DISTRICT

TITLE: Assistant Pool Manager

DATE: March 2024

REPORTS TO: Recreation Director

APPROVED BY: Superintendent

SALARY RANGE: Available upon request

ASSIGNMENT: Summer Position

JOB SUMMARY: Under general supervision of the Pool Manager, the Assistant Pool Manager is responsible for managing the operation of the Mechanicsburg Area Community Pool facility, lifeguards, front desk and patrons.

ESSENTIAL FUNCTIONS:

1. Assist with the training, supervising and evaluating pool employees
2. Implement staff schedules, lifeguard rotation schedule and daily assignments
3. Monitor activities, provide instructions and prevent accidents
4. Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents in the facility. This includes performing Lifeguarding skills, First Aid, CPR, and other care until arrival of emergency medical services.
5. Record and organize accurate records concerning attendance, accident/incident/injury reports, chlorine readings, and schedules.
6. Handle routine disciplinary issues and communicate with the Pool Manager when necessary.
7. Maintain a clean, safe and orderly facility. Administer pump room procedures including chemical readings, balancing and filtration. Inspect facility regularly and report any unsafe conditions/equipment to the Pool Manager.
8. Attend and assist with planning staff meetings and training.
9. Maintain open communication with patrons and employees.
10. Enforce all facility rules, policies, and procedures.
11. Maintain a professional appearance and demeanor.
12. Assume full management responsibilities of the facility in the absence of the Pool Manager.
13. Complete additional duties assigned by supervisors.

QUALIFICATIONS: High school graduate or equivalent. Certified lifeguard/first aid/CPR and AED. PA State Police Criminal History; PA Child Abuse History and FBI Background Check

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to use hands to fingers, handle or feel objects, tools, or controls. The employee is often required to walk, sit, stand, reach with hand and arms, talk, and hear. The employee may lift and/or move up to 50 pounds. The employee must demonstrate the ability to pass the physical swimming, and rescue competencies as set forth in the American Red Cross Lifeguard Certification Course.