



SEASONAL JOB POSTING March 2019

Position: Assistant Pool Manager (Seasonal)

Dept: Parks

Summary:

This position is to assist and act in the place of the manager in his/her absence and to maintain the general well-being of the pool and its patrons by close supervision of the pool and its staff.

Position Responsibilities (include but are not limited to the following):

- Supervise pool employees
- Test and record pool water a minimum of 4 times each day
- Responsible for maintaining pool chemical levels during shift
- Responsible for First Aid and Public Relations
- Responsible maintaining cleanliness of all pool areas and securing pool and bath house every night
- Deposit money at the end of the day after balancing cash drawer
- Responsible in handling problems reported from staff or patrons as they arise, and being able to make decisions accordingly and reporting it to the Pool Supervisors

Knowledge, Skills, and Abilities Required:

- Considerable ability to work well with others.
- Excellent organization skills
- Life Guard, CPR and First Aid Training (American Red Cross)
- Good analytical skills needed for pool testing and deposit duties
- Ability to manage/supervise pool staff

Minimum Qualifications:

Education/Training: Life Guard Certification, CPR and First Aid Training (American Red Cross), High School Diploma or GED, Lifeguard Management Certification preferred.

Experience: Will train suitable candidate. Managerial experience preferred.

Working Conditions: Outdoors (Pool)

Physical Requirements:

- Ability to work in a wide variety of environments, including extreme heat
- Finger dexterity required to manipulate objects
- Ability to see within normal parameters
- Ability to hear within normal range
- Ability to extend hand(s) and arm(s)
- Ability to push, pull, carry and lift a minimum of 25 lbs.
- Ability to pass required physical lifeguard test done at in-service

How to Apply: Applications/Resumes and professional references will be accepted online only at terrehaute.in.gov. Applications may be submitted from a home personal computer or by utilizing resources available at your local County Library Branch or local Work One office.

Position will remain open until filled.