



## **SEASONAL JOB POSTING**

**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](http://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.**