



Atholton Swim Club
6731 Seneca Dr. Columbia MD, 21046

Job Description - Assistant Pool Manager

RATE OF PAY:

SCHEDULED HOURS: 25 - 40 hours / week

POSITION SUMMARY: Assists in the coordination of pool personnel and pool activities. Supervises safe, clean and appealing club swimming facilities.

PRINCIPLE DUTIES:

- Assist the supervision of lifeguards, pool members, pool parties, and other activities.
- Maintain safety and security of the pool.
- Assist with operation of filtration system and health requirements of chlorination and PH acidity levels in the water.
- Maintain and keep all necessary records concerning pool attendance, pool chemicals, accident reports, schedules, time cards, etc.
- Assist with cleaning of the pool and upkeep of all pool equipment and facilities, pool chairs, diving board, showers, locker rooms and pool office.
- Generally oversee all pool safety
- Assist with Lifeguards schedules.
- Register members at the pool and charge for all guests and lessons.
- Participate in necessary orientation and training for staff. Attend 3:4 in-service training.
- Enforce club rules of safety and conduct.
- Be constructive in discipline, helpful in criticism, and enthusiastic in compliments.
- Perform other duties as directed by the Manager(s).

RESPONSIBILITIES:

Responsible for ensuring the safety of aquatic facility patrons by preventing and responding to emergencies. Recognize and respond effectively in emergencies. Responsible for assisting the operation and administration of the pool with a direct report to the Pool Managers. Enforce all aquatic facility policies, rules, and regulations. Maintain proper customer relations in all situations, keep records of attendance, revenue, maintenance, and other matters as set forth by the Managers. Assist Managers with an up-to-date inventory of all equipment and supplies and assure that equipment and supplies are handled responsibly. Make regular inspections of the pool and its equipment to assure that their condition is safe and sanitary as directed by the Managers. Maintain a professional demeanor at all times. Thorough knowledge and application of aquatic facility management and lifeguarding surveillance and rescue techniques.

MUST HAVE:

American Red Cross Lifeguard Certification

American Red Cross First Aid and CPR for the Professional Rescuer Certification

Certified Pool Operator Certification

2 years experience as a lifeguard