



Assistant Pool Manager JOB DESCRIPTION

Azionaqua is a member-owned not-for-profit swim club that promotes fun, fitness, and relaxation for its members and community in a safe, family-friendly environment.

The qualified applicant will perform a variety of duties in planning, scheduling, maintaining the seasonal operation of the pool, communicating appropriately with the Board and members, and above all, have enthusiasm for making Azionaqua a safe and fun place for the community.

The Assistant Pool Manager has overall responsibility to assist the Pool Manager and be the lead manager when the Pool Manager is not on duty with the safety of the pool, as well as managerial/administrative, facility, aquatic, communication, and leadership duties, including:

Managerial/Administrative:

- Acting manager of swim coach, lifeguards, front desk clerk, and concession stand operators when Pool Manager is not on duty
- Assist with recruitment and training of lifeguard staff
- Assist with management of swim lessons, including the online sign-up process
- Ensure all employees are abiding by standard labor laws
- Money management including balancing the cash drawer and making bank deposits

Facility:

- Help prepare the pool for opening and closing each season
- Oversee daily maintenance of the pool, locker rooms/restrooms, and landscaping
- Chemical analysis and application

Aquatics/Safety:

- Instill attention to safety among lifeguards, as well as pool members and guests
- Enforce safety policies and rules among lifeguards, members, and guests
- Administer First Aid, CPR, and other emergency and safety procedures, as required

Programming:

- Implement aquatic programs, including but not limited to: swim lessons, age-appropriate activities for a variety of age groups, pool parties, etc.

Marketing, Membership, Service:

- Deliver outstanding customer service to members
- Update the website and Facebook with promotions, events, and other pertinent information
- Track attendance
- Effectively handle customer inquiries

Desired Skills, Knowledge, Abilities:

- Able to communicate with guests, staff, and Board of Directors in a professional manner
- Knowledge of the aquatic programs, procedures, policies, and general information; able to effectively communicate such information to members and guests
- Able to swim, stand, walk, kneel, bend over while using hands and feet, climb, and balance
- Able to work in extreme heat and sun, and within moderate to loud environments associated with swimming pools
- Able to identify specific sounds such as cries for help and splashing
- Able to lift up to fifty (50) lbs.

Expected Work Hours:

- Hourly position
- Forty (40) hours per week Memorial Day through Labor Day
- Up to 80 hours of pre-season work March through May
- Up to 40 hours of post-season work in September

Qualifications:

- Lifeguard certification
- Water Safety Instructor, WSI certification – preferred, not required
- Current certification in American Red Cross First Aid and CPR/AED
- Current Certified Pool Operator in the state of Indiana – preferred, not required

The above duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.