Assistant Manager/Head Lifeguard

**Requirements:**

1. Current certification as a Lifeguard from a training agency approved by the Nebraska and Douglas County Health Departments.
2. CPR certification at a healthcare provider level within the past 12 months.
3. Nebraska Pool Operator’s License or equivalent.
4. Previous Aquatics Management Experience (preferred)

**Responsible to:**

Pool Manager

**Summary:**

Assist with the complete operation and administration of the pool in addition to assuming the role of Pool Manager in their absence. Schedule may vary and applicants must be flexible to cover shifts as needed.

**Knowledge, Skills and Abilities Required:**

* Knowledge of principles and methods of swimming pool operations including state and local laws.
* Ability to react calmly and effectively in emergency situations.
* Skill in the application of lifeguarding surveillance and rescue techniques.
* Ability to pass a pre-employment lifeguard skills evaluation.
* Knowledge of CPR and emergency medical procedures.
* Ability to follow routine verbal and written instructions.
* Knowledge of customer service standards and procedures.

**Duties and Responsibilities:**

1. Assisting in supervising the daily operations of the pool including staff, pool deck maintenance, office management and concessions areas.
2. Assist in preparing and maintaining accurate records including daily sanitation logs, staff schedules, hours worked and collection of fees.
3. In the absence of the Pool Manager, serve as the primary supervisor at special events such as birthday parties, swimming activities and adult socials.
4. Informing the Pool Manager and/or the Board of Directors of situations that need attention such as emergency pool closing, accidents, behavioral situations requiring the notification of law enforcement personnel, major maintenance needs, or other property issues.
5. Assist the Pool Manager with all mechanical, chemical and electrical systems.
6. When necessary, execute the job duties of a lifeguard.
7. Provides emergency care and treatment as required until the arrival of emergency medical services.
8. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
9. Assisting with pool sanitation duties, general and/or daily pools, decks and grounds maintenance and pre- and post- season opening and closing activities.
10. Enforcing the facility rules as established by the departments of health or the Board of Directors and as directed Board of Directors.
11. Participate in regular in-service trainings.
12. Performs miscellaneous job-related duties as assigned.