

# **ASSISTANT MANAGER**

## **'Job Description'**

**Description:** The assistant manager takes on certain aspects of the manager's job while acting as manager on duty. The assistant manager can be a valuable asset when it comes to staff supervision and/or training. The assistant manager should feel free to address problems even while the manager is on duty. All major problems or recurring problems should be brought immediately to the attention of the manager.

**Example of Work:**

- Enforce pool rules
- Be in uniform and ready to work at opening time.
- Work according to daily schedule.
- Unlock main gate and guard room in the mornings if not already done by the manager.
- Be in the guard rotation on a daily basis.
- Oversee maintenance of buildings, slides, diving boards, pool as well as anything in the park confines.
- Oversee re-stocking of supplies and goods necessary for the operation of the concession stand.
- Reconcile all cash received against receipts from admissions and concession on a daily basis.
- Carry out work schedules including daily cleanup and guard rotation schedules.
- Schedule and manage group and private swimming lessons.
- Interpersonal relations and community liaison.
- Close when threatening or dangerous conditions exist.
- File all required reports.
- Ensure all doors and gates are locked before leaving.
- Help supervise and train staff.
- Assist staff in cases of severe discipline situations.
- Support lifeguards in all reasonable disciplinary actions they take.
- Conduct several safety inspections of the park and pool area daily during operation.

**Qualifications:** The ability to both take the orders of the manager and to also have the respect of fellow employees for those times they are in charge is critical. It is sometimes difficult to be a follower and then switch to become an effective leader and then back again. Above all, the assistant manager must realize his/her particular place in the chain of command.

**Training and experience:** The assistant manager must possess current certification through a valid lifeguard-training program, CPR, and First Aid. Leadership experience is desirable as well as water safety training. Previous lifeguard experience is required.

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**I HEREBY ACKNOWLEDGE THAT I HAVE READ THE ABOVE JOB DESCRIPTION AND AGREE TO PERFORM THE DUTIES LISTED THEREIN IF SELECTED FOR EMPLOYMENT BY THE SENECA AQUATIC CENTER.**

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NAME (Printed)

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SIGNATURE

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DATE