

**CITY OF PLATTSMOUTH
JOB DESCRIPTION**

POSITION TITLE: Assistant Manager for Twin Rivers Water Park

REPORTS TO: Recreation-Aquatics Director

SUPERVISES: Lifeguards and Concessions staff

PURPOSE OF POSITION: Responsible for supervising, maintaining chemicals, and ensure patron safety and protect lives at the Plattsmouth Community Center and Twin Rivers Water Park Facilities

EXEMPT: Y/N: NO—SEASONAL PART-TIME

ESSENTIAL FUNCTIONS:

Attends all required training session and scheduled meetings

Consistent and vigilant monitoring of the pool required; anticipates possible hazardous situations and acts accordingly to prevent future occurrences

Responds quickly, efficiently, and professionally to any emergency situation; completes necessary paperwork and notifies the appropriate professional staff member

Supervises the selection, evaluation, training, and discipline of all subordinate personnel.

Supervises, assigns, and directs facility staff members and other subordinates engaged in the performance of recreational programs and activities

Assists the Park and Recreational Community Center Director and the Program Director in managing the facility and promoting membership to the community

Enforces all pool rules and regulations promptly and professionally; notifies the appropriate professional on duty staff member of inappropriate behavior of facility users

Complies with the Community Center Policies and Procedures manual

Makes appropriate arrangements for a qualified substitute if unable to attend work

Plans, promotes and publicizes programs that are held in the facility

Assist the Program Director in the scheduling of special event in the facility

Inspects and maintains the Twin Rivers Water Park and all aquatic areas to ensure cleanliness, proper operation and absence of health and safety hazards

All other duties as assigned

ESSENTIAL KNOWLEDGE, EXPERIENCE, AND ABILITY

Be able to swim 300 yards using the front crawl, breaststroke, and life guarding sidestroke.

Be able to retrieve a 10 pound brick from at least 7 feet deep and swim 25 yards will holding brick up and out of the water.

Be able to tread water for fifteen minutes, the last 5 minutes without using arms.

Know and keep all life guarding saves and back boarding abilities up to date and proficient.

Knowledge of the philosophy, principles, and practices of public recreation precautions used in planning, maintaining and operating recreational programs and facilities

Knowledge of the means of organizing and presenting group and individual Knowledge of the methods, techniques, materials, equipment, and safety recreation activities pertinent to the assigned recreational area

Knowledge of the organization and rules pertinent to the assigned area

Knowledge of equipment necessary to maintain the assigned facility and provide recreational activities

Knowledge of first aid, cardiopulmonary resuscitation, seizure control, and life saving
Ability to train employees engaged in the administration of the assigned recreational program and plan, organize, and supervise their work

Ability to plan, evaluate, organize, and direct recreational programs adapted to community preferences and needs

Ability to communicate to promote and publicize recreational programs and facility functions

Ability to maintain accurate financial records

Ability to understand oral or written instructions

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

At least an eleventh grade education required; High School diploma or GED highly desirable, Must be at least 19 years of age

Cash register skills and customer service experience is highly desirable

Must be able to correctly count currency and merchandise inventory

Three years experience Lifeguarding

CPO, Lifeguard, CPR and First Aid certification required

On site attendance is required

I have read the above job description and accept the responsibilities:

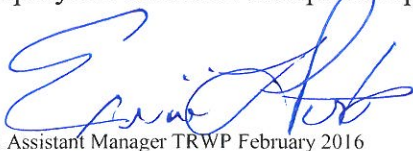

Employee Signature

Date

Supervisor Signature

Date

Employee Position Description Approved for Use:

Rec Assistant Manager TRWP February 2016