

POSITION: Pool Manager – 1/2 Time
DEPARTMENT: Parks & Recreation
SALARY RANGE: \$13.95 - \$16.04 per hour plus benefits
STATUS: Non-Exempt



ESSENTIAL DUTIES: The Recreation Leader II assists the Aquatics Coordinator with overseeing the swimming pool(s), including the health and safety of the lifeguard staff and facility patrons. Supervise and participate in the day to day operations of assigned recreational programs and activities, including aquatic and non aquatic programming; establish schedules and methods for providing recreation programs and activities; participate in the recruitment and selection of seasonal recreation staff for assigned area; provide or coordinate staff training; work with employees to correct deficiencies; provide recommendations for implementing discipline procedures; assign, supervise, review and motivate staff; work on site to assist with program activities and to monitor operations; instruct specialized classes; prepare lesson plans; maintain attendance and progress records of classes or teams; observe and supervise program participants; enforce rules and regulations; respond to emergency situations and provide first aid as necessary; ensure program compliance with laws, rules and safety regulations related to the provision of assigned recreation programs and related services; monitor, inspect, secure and coordinate use of recreation facilities; ensure safety of facilities; facilitate preventative maintenance and/or schedule maintenance; serve as a liaison to supervisory staff, employees, the general public, and program participants; prepare and submit supply and material requests; maintain assigned records and logs; prepare bank deposits; process monies as required and other duties as assigned. This position is required to lifeguard and teach swim lessons when necessary at the pool(s).

REQUIREMENTS: Equivalent to the completion of the twelfth grade plus one year of progressive management experience in recreation programs. Possession of or ability to obtain and maintain an appropriate, valid first aid and life guarding certificate; valid driver's license and an Aquatic Facility Operator or Certified Pool Operator certificate. **Knowledge of:** methods and techniques of providing assigned recreation programs and services; basic principles of supervision, training and performance evaluation; rules and equipment used in various recreational activities; principles and practices of basic first aid; occupational hazards and standard safety precautions; principles and practices of instruction in area of assignment. **Ability to:** supervise and train volunteers, seasonal, recreation and student intern staff; supervise recreation program participants; interpret and explain City policies and procedures; enforce recreation site safety rules and regulations; respond to emergency situations and perform first aid as necessary; understand and follow oral and written instructions; work independently in the absence of supervision; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; ability to analyze and solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

PHYSICAL CONDITIONS: Primary functions may require maintaining physical condition necessary for walking, standing or swimming for prolonged periods of time. The employee is occasionally required to lift and/or move 25-100 pounds. Employee is regularly exposed to wet and/or humid conditions and outside weather, mechanical parts and chemicals. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and ability to focus.

PROCEDURE: Applications must be submitted to the Human Resources Division, 250 N. 5th St., Grand Junction, CO 81501 no later than Friday, August 22, 2008. WWW.GJCITY.ORG (970) 244-1512. EOE