

Assistant Aquatic Manager

City of Albany Department of Recreation

Location: Lincoln Park Pool, Mater Christi Pool, and Arbor Hill Community Center Pool

Salary: \$17.00/Hour **Type:** Seasonal

Examples of Duties and Responsibilities:

The Assistant Aquatic Manager (AAM), under direct supervision of the Operations Manager, is the secondary leadership onsite for Aquatic Facilities during the summer. The AAM performs professional duties in supervision of the operations of the aquatics pools through coordination, scheduling, and evaluating a variety of operations specific to aquatics within the facility, including but not limited to:

- Assists with the overall development of personnel and operational needs of Aquatic staff throughout the season to promote effective and productive work environment.
- Resolves interpersonal conflicts amongst staff, patrons, and community members.
- Sets and establishes goals for staff under the SMART goals method.
- Empowers staff to work to their potential under difficult and easy circumstances.
- Assists with development and implementation of transparent systems to effectively manage staff.
- Assists with schedules all Pool personnel and activities and private rentals to ensure optimum pool coverage; coordinates schedule with staff and in keeping with facility needs.
- Assists in training and scheduling qualified lifeguards, instructors, and all other pool staff; directly supervises lifeguards, instructors, and other aquatic staff.
- Assists with conducting training of staff; ensures that all certifications of staff are maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.
- Oversee implementation of lifeguard deck rotational system for monitoring the pools and all other pool deck operations.
- Monitors the filtration system and other aquatic operating systems with the assistance of the Building Maintenance Worker. Maintains proper pool chemical balance.
- Performs regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons.
- Unlocks/Locks facility during the week/weekend to allow personnel entry and ensure facility security.
- Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.
- Maintains recreation management software for all swim related activities and events.
- Manages and implements a customer service program to facilitate high quality services.
- Assists front counter staff with helping customers, taking registrations, memberships, and answering questions related to the facilities and programs.
- Tracks and Collects data including, but not limited to, daily participation, general ages of participants, type of activity performed, and location of pool area most utilized.
- Performs related duties as required.
- Lifeguard on the pool deck if certified.

Work Schedule:

- 11:00 AM – 7:00 PM Saturday – Wednesday or Sunday – Thursday
- 8:00 AM – 4:00 PM Monday – Friday

Qualifications:

1. Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field plus three (3) years directly related aquatics experience, or any equivalent combination of education and experience.
2. Considerable knowledge in planning, organizing, and implementing aquatics programs.



3. Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry.
4. Ability to work with the public and possess excellent public relation skills.
5. Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.
6. Requires ability to identify and prevent hazards.
7. Maintain safe environments
8. Handle difficult and irate citizens
9. Work in an individual situation with minimum supervision.
10. Ability to adapt to the daily challenges associated with a busy work environment.
11. Ability to work in a variety of weather conditions.
12. Strong problem solving, conflict management, and organizational skills.

