

Job Description

Title: Assistant Manager

Reports to: Manager

General Function:

Under the direction of the Manager this position is responsible for the welfare of all members utilizing the pools and adjacent areas. The Assistant Manager will ensure an atmosphere of friendliness, and safety within the framework of the Bowman Woods Swim and Racquet Club programs. The Assistant Manager must be supportive of other employees and be able to work together as a team. The Assistant Manager must present them self in a professional manner at all times. The Assistant Manager must be self-reliant and be able to work well with parents and members.

Required Qualifications:

15 Years of age or older
Current American Red Cross Lifeguard Certificate
Current American Red Cross CPR
Current Red Cross Water Safety Instructor (WSI)

Job Responsibilities:

Acting as manager in the absence of the manager (see managers responsibilities)

Monitor pool with constant attention to all swimmers in your area.

Respond promptly and appropriately when rescue or first aid is necessary.

Know and enforce all pool rules in a respectful manner.

Keep pool area clean.

Follow lifeguard maintenance schedule for pool/deck cleanings.

Follow EAP in event of an accident or incident. Complete accident and incident reports.

Attend all staff meetings and training's.

Ability to interact with members in a friendly and respectful manner.

Stay in good physical condition to properly perform as a lifeguard.

Engage in behavior conducive to team building with other staff, such as open communication, encouragement, support and tolerance for each other.

