



DATE ISSUED: 06/17
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Swimming Pool Assistant Manager

JOB SUMMARY

Performs responsible supervisory duties while assisting in the seasonal operation of University swimming facilities. Responsible for the supervision and safety of all patrons and staff. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Supervisor, Pioneer Hall

Supervises: Lifeguard/Swimming Instructor, Clerical Assistant

ESSENTIAL DUTIES - May include, but not limited to the following:

- Plans, promotes, organizes, conducts, and maintains a varied swimming program for the students and the public.
- Oversees and coordinates the administration of the facility, to include scheduling of facility operations and contract management.
- Assists in the recruitment, hiring, training, and supervision of part-time and seasonal pool guards, youth workers, and volunteers.
- Observes pool area through stationing in a guard chair or from the pool deck, keeps lookout for persons in need of assistance.
- Rescues persons in distress.
- Enforces pool regulations.
- Applies resuscitation techniques and otherwise renders first aid.
- Dispenses information to the general public regarding pool regulations and activities.
- Inspects aquatic facility mechanical systems and equipment required to circulate, filter, and treat swimming pool water to report issues.
- Monitors pool chemistry to maintain water quality.
- Plans and coordinates swimming meets, competitions, and exhibitions.

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- Coordinates swimming program with other phases of the recreation programming division and with other public and private agencies.
- Schedules aquatic facility rentals.
- Orders necessary supplies and materials.
- Prepares reports for pool operations and of occurrences at pools relative to the safety program.
- Prepares statistical reports on a monthly basis, and prepares data and narrative for inclusion in annual reports.
- Serves as person in charge of the worksite in absence of higher authority.
- Performs general recreation duties associated with overall recreation complex operations during the non-swimming season.
- Utilizes computers to generate correspondence, reports and fliers.

ADDITIONAL DUTIES

- Works special events as needed.
- Assists in the cleaning of filters, trash receptacles, gutters, and swimming pool.
- Performs other duties as requested.

EDUCATION

High school diploma and/or equivalent preferred. Nationally recognized CPR, First Aid, AED, and Lifeguard certifications required including Lifeguard Instructor certification. Water Safety Instructor certification preferred.

EXPERIENCE

Prefer two summers of lifeguard or swimming instructor experience.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Knowledge of customer service standards and procedures.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Ability to perform related instruction for a period of at least one hour.
- Working knowledge of safe acceptable exercise.

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- Ability to establish and maintain effective working relationships.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to communicate effectively - orally, by phone, in person, and in writing.
- Ability to operate a personal computer and other office equipment, including university related software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Must have the ability to lift and carry approximately 75 pounds in the progress of a rescue and push, pull or drag approximately 30 pounds during rescues and while cleaning the pool and surroundings.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman's University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.