



Summer Job Opportunity

POSITION: Assistant Pool Manager
DEPARTMENT: Recreation
SALARY: \$14 - \$16/hour
HOURS: Varies: Generally 24 hours/wk 5:15-8:45pm
Monday thru Friday and alternating weekends.
Other hours may be required.
Seasonal Position: June 12 – August 15, 2010
CONTACT: Recreation Department 763-531-0052
APPLICATION DEADLINE: March 17, 2010

Position Objective

To assist in the management of a municipal pool and waterslide operation. Is assistant to the Pool manager in authority and responsibility for the operation of the facility.

Duties and Responsibilities

- Setting up and enforcing staff policies, safety rules, regulations and schedules staff.
- Development of staff training and in-service training procedures.
- Administration of water safety instruction program.
- Maintains effective working relationships with other employees and the public.
- Staff evaluation and performance review.
- Coordination of pool special events.
- Safety inspections of pool facilities and equipment and recommends maintenance.

Supervision:

- Supervises part-time seasonal employees in various duties.
- To monitor participants to ensure a safe, positive and enjoyable environment.
- To make decisions and handle situations when circumstances or emergencies require.

Knowledge, Skills and Abilities

Minimum Requirements: Minimum age: 21. Certifications in First Aid, Lifeguard and Water Safety Instructor. Two years experience in teaching and guarding at a swimming pool or beach. Six months supervisory experience in any field.

Desirable Training and Experience: One or more years experience in pool or beachfront management. Certification as Certified Pool Operator or Aquatic Facility Operator.

Application Process

Use a City of Crystal application. Call the Recreation Office at 531-0052 or visit our web site at www.ci.crystal.mn.us to obtain an application form. Deadline March 17, 2010.

The City of Crystal, Minnesota, will not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, sexual orientation, or status with regard to public assistance.

City of Crystal – Recreation Department

763-531-0052** 4800 Douglas Drive N.**Crystal, MN 55429