



**POOL MANAGER
RECREATION DEPARTMENT
\$20.67 - \$24.80 hourly**

Must be available to work May 17th – August 4th

**APPLICATION CLOSING DATE:
Open Until Filled – Priority Screening in February**

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **three (3) required items that must be submitted** in order for you to be considered:

1. City of Gilroy employment application which includes specific supplemental questions.
2. A current American Red Cross Lifeguard/First Aid/CPR/AED certification
3. A current Water Safety Instructor (WSI) certification

ABOUT THE POSITION

City of Gilroy is recruiting for a seasonal Pool Manager for the 2019 Summer Season. The main goal of the Recreation Department is to offer excellent recreation programs that provide community members with a wide-range of opportunities to celebrate life and community through people, parks, programs, and special events which are delivered by a team of employees dedicated to offering quality recreational, social, and cultural services to all Gilroy residents.

GENERAL DESCRIPTION:

Under the direct supervision of the Recreation (Aquatics) Coordinator and indirect supervision of a Recreation Supervisor, plan, organize and direct the physical, educational, recreational and social activities of the Summer Aquatics Programs. The Pool Manager is responsible for the overall operation of the Summer Aquatics Programs. The Pool Manager is responsible for supervising and evaluating the seasonal pool operations staff. This is a temporary/seasonal position.

EXAMPLES OF DUTIES:

1. Observe pool areas to ensure cleanliness and safe, proper use of facilities and equipment.
2. Directs and supervises the collection of all fees, prepares daily records of receipts and deposits same in accordance with agency policies.
3. Maintain constant surveillance over pool users and staff to ensure they conduct themselves in a manner so as not to endanger themselves or others.
4. Enforce pool rules and regulations as they pertain to pool users and staff.
5. Participate in and assist the Recreation (Aquatics) Coordinator in related training programs and staff meetings. Assist in training aquatics personnel.
6. Plan, organize and direct a wide variety of programs and activities to meet the recreational, education, physical and social needs of the community.

7. Supervise, schedule, direct and evaluate aquatics personnel, including the Assistant Pool Managers, Lifeguards II, Lifeguards I, cashiers and volunteers in the instruction of lessons, recreational swim and special events.
8. Assist in site administration in Recreation (Aquatics) Coordinator's absence.
9. Perform a variety of clerical and administrative support functions for aquatics programs as needed.
10. Order, issue and collect equipment.
11. Manages private and semi-private swim lesson instruction.
12. Oversees the Junior Lifeguard Volunteer Program in absence of the Recreation (Aquatics) Coordinator.
13. Oversees the execution of outdoor pool parties (set-up, hosting and clean-up).
14. Open and close aquatics facilities and maintain in clean, safe and orderly manner
15. Maintains, analyzes and submits pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), accidents, rescues and assists, and first aid
16. Assist staff in performing rescues, administering first aid, performing CPR, using an AED and summoning supervisors and emergency personnel as required for injuries or other medical emergencies. Follow the Emergency Action Plan (EAP) as it relates to injuries on waterslides.
17. Ensure staff administers practical swim tests to determine participant's skill level.
18. Ensure staff plan and implement lesson plans.
19. Ensure staff complete report cards and certificates at the completion of each swim class and distribute them to the parents at the end of each session.
20. Ensure parent evaluations are distributed and collected at the end of each swim session for all classes taught.
21. Work outdoors and in the water in variable temperatures and weather conditions at multiple locations
22. Compile written accident reports to document rescues, injuries and other incidents as required and ensure staff completes these reports immediately after an accident occurs and submits them to the Recreation (Aquatics) Coordinator for review.
23. Keep daily activity logs of rescues and other incidents involving the administration of pool rules for all aquatics facilities operated by the City of Gilroy.
24. Directs use of equipment, including diving board, water slides, games and special event equipment.
25. Ensure staff set-up pool area and cleanup after instruction or recreational swim.
26. Maintains regular and reliable attendance.
27. Develop positive relationships with pool users and staff to ensure cooperation with pool rules and positive public relations.
28. Perform the duties of a lifeguard and/or swim instructor when required due to staffing deficits.
29. Perform related work as required.

QUALIFICATIONS

1. High school diploma or equivalent.
2. Three (3) summers of aquatics experience as a Lifeguard/Swim Instructor, with at least two (2) summers of experience assisting in managing or managing a pool facility. Other combinations of experience and education that meet the minimum requirements may, at the sole discretion of the City of Gilroy, be substituted.
3. Leadership skills required.
4. The following valid certifications are required: American Red Cross Lifeguard/First Aid/CPR/AED certification and Water Safety Instructor certificate.
5. Valid tuberculosis (TB) certificate.
6. Possess and maintain a valid California Driver License along with a safe driving record necessary to operated assigned vehicle(s).
7. Pass a pre-employment drug test.
8. Pass a Department of Justice criminal record check for employment.
9. Prefer non-tobacco user.
10. Prefer bilingual (English/Spanish).

The Ideal Candidate will:

- Respond calmly and efficiently in emergency situations
- Provide good leadership and work as a team player
- Perform tasks requiring physical strength and/or stamina to effectively rescue victims, administer first aid and CPR with AED and/or BVM
- Remain vigilant, alert and act quickly in making rescues, rendering aid, summoning EMS and assisting lifeguards with these tasks
- Enforce pool safety rules effectively and with a positive demeanor
- Work various hours, including nights, weekends and holidays
- Display customer service techniques to deal tactfully and courteously with program participants and the general public
- Swim the elementary backstroke, freestyle, sidestroke, and breaststroke, butterfly, and backstroke

Upcoming 2019 Lifeguard Certification & Water Safety Instructor Certification Classes – See Attached Flyer

CITY OF GILROY SUMMER 2019 AQUATICS HIRING/TRAINING AND WORK SCHEDULE:

- **February – April: Interviews & Swim Skills testing as needed (dates to be determined)**
- **April 1 to April 22: Pre-employment fingerprinting & drug screen appointments***
- **May 6, 7 or 8 (3:45 p.m.): Mandatory HR Orientation (candidates must attend one of these dates)**
- **May 17 to May 19: Mandatory training**
- **May 17 to August 4: Regular Season**
- **June 10 to June 14 (all day): Mandatory In-Service training for all summer staff**

*Subject to change as needed by the City.

All applicants must be able to attend all mandatory trainings.

Vacations: Due to the nature and short duration of the summer programs, vacation schedules may not be accommodated. A maximum of 7 days of time-off during the entire Summer Swim Program will be considered, according to the feasibility of the schedule and at the discretion of the supervisor. If you request more than 7 days, we will choose 7 days from your request to allocate as time off. All applicants must list planned vacations in the supplemental questionnaire that is part of the on-line employment application. **All requests must be submitted on this form to be considered.** You may have additional time off during the summer, but you are responsible for getting those shifts covered by other staff (getting a shift covered by another staff member does NOT count toward your 7 days off). Hiring preference will be given to those applicants that have more availability during the summer programs.

Employees will be required to purchase shorts and swim suit for this position that will meet the Aquatics dress code requirements. (See Uniform Dress Code)

COMPENSATION AND BENEFITS

Other Information

Temporary/seasonal employees are non-benefited, at-will positions. Temporary/seasonal employees are enrolled in the PARS retirement system with the City making an employer contribution and the employee contribution (6.2%) being deducted from your payroll check. The PARS retirement system is in lieu of participating in social security. You will, however, participate in the Medicare portion of social security as that is a required program.

Payroll

Temporary/seasonal employees are paid from 21st of the month to the 20th of the next month on the first working day of the following month.

Work Hours/Seasonal Employment

Temporary/seasonal employees work hours will vary as needed to staff the program. In addition, temporary/seasonal employees are limited to working no more than 5 consecutive months (May-September).

SUPPLEMENTAL QUESTIONNAIRE

1. Do you have at least three (3) summers of aquatics experience as a Lifeguard/Swim Instructor? Please list the dates you have been a Lifeguard/Swim Instructor and where you worked.
2. You must possess at least two (2) summers of experience assisting in managing or managing a pool facility. Please list the dates of each summer you have assisted in managing or managed a pool and where you worked.
3. Do you have a current American Red Cross Lifeguard/First Aid/CPR/AED certification? What is the expiration date on your card?
4. Do you have a current Water Safety Instructor (WSI) certification? What is the expiration date on your card?
5. If you do not have the two current certifications listed above but are enrolled in a class to obtain them, please list the name, location, and dates of the class. (You must submit proof of enrollment either by uploading a copy of your enrollment form to this on-line application or bringing in a copy to Human Resources).
6. A valid CA driver's license and a safe driving record are required for this position. Final candidates will be required to provide a current DMV report dated within the last 30 days. Please explain in detail any violations that appear on your driving record.
7. All Aquatics Summer Staff must be available to begin employment on May 17, 2019. If you are not able to begin employment on May 17th, please indicate why you are unable to begin employment and include the date to when you can begin employment.
8. Will you be available to attend **Mandatory** HR Training on either May 6th, 7th, or 8th? Yes No
9. Are you available to work all days of the week from May 17 through August 4? Yes No
10. Please indicate what days you are requesting off during summer. **All requests must be submitted at time of application to be considered.** You will not be granted more than 7 vacation days off during the entire summer and requests are not guaranteed. If you request more than 7 days, we will choose 7 days from your request to allocate as time off. You may have additional time off during the summer, but you are responsible for getting those shifts covered by other staff (getting a shift covered by another staff member doesn't count toward your 7 days off).
11. If you were referred by a City of Gilroy employee please identify the employee (one name only, please).

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City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online: Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

This position is open until filled. To be considered **please submit all application materials**. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process.

NOTE: If you are also interested in the Assistant Pool Manager, Head Lifeguard, Lifeguard II, or Lifeguard I, or Cashier positions you will need to apply for each position separately.

In addition, final candidates for the position are required to pass a State of California Department of Justice criminal records check, TB/PPD Testing, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include your e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND SUPPORTS WORKFORCE DIVERSITY.