



RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

Job Description **Assistant Pool Manager** \$16.30-\$18.45/hr Regular Part-Time

Job Description

Under the general direction of the Recreation Supervisor and/or Pool Manager, the Assistant Pool Manager assists with the daily operation, supervision, and maintenance of the Rio Linda Elverta Aquatics Programs. This position supports staff supervision, safety compliance, program delivery, and customer service while ensuring a safe, efficient, and well-maintained aquatic facility.

Minimum Qualifications

- Must be 18 years of age or older
- Current certification in the following:
- American Red Cross Lifeguarding & First Aid / CPR/AED for the Professional Rescuer
- American Red Cross Title 22 (preferred)
- Lifeguard Instructor (LGI) – highly desired
- Ability to pass a background check as required by the District
- Ability to reliably report to work on time for scheduled shifts, including early mornings, evenings, weekends, and holidays

Required Experience

- 2 or more years or seasons of lifeguarding experience
- 2 or more years or seasons of teaching swim lessons
- 18+ years of age
- Management experience highly desired

Knowledge and Skills

- Thorough knowledge and application of lifeguarding surveillance, rescue, and emergency response techniques
- Ability to instruct, assign, supervise, and evaluate lifeguards and swim instructors
- Strong leadership, decision-making, and problem-solving skills
- Knowledge of aquatic facility operations, safety standards, and emergency action plans
- Ability to identify hazards and unsafe practices and implement corrective actions
- Knowledge and ability to teach swim lesson techniques, class management, and provide constructive feedback
- Strong public relations and customer service skills
- Ability to remain calm, professional, and effective in emergency situations

Physical Requirements

- Ability to swim, perform water rescues, and demonstrate aquatic skills
- Ability to lift, carry, pull, and assist patrons or equipment as needed
- Ability to stand, walk, bend, kneel, and reach for extended periods
- Ability to work indoors and outdoors in varying weather and pool conditions

*810 Oak Lane
Rio Linda, CA 95673
916/991-5929 ~ Fax 916/991-2892
www.rleparks.com*



RIO LINDA ELVERTA RECREATION AND PARK DISTRICT

Working Conditions

- Work performed at indoor and/or outdoor aquatic facilities
- Exposure to water, pool chemicals, sun, heat, humidity, and varying noise levels
- Frequent interaction with staff, patrons, and the public

Job Duties

- Assist in overseeing daily aquatic facility operations and ensuring compliance with all safety regulations, policies, and procedures
- Supervise, train, and support lifeguards and swim instructors during assigned shifts
- Conduct and document daily facility and safety inspections
- Assist the Aquatics Coordinator/Pool Manager with planning, organizing, and facilitating weekly in-service trainings
- Monitor lifeguard performance and provide coaching, guidance, and corrective feedback as needed
- Assist with staff scheduling, shift coverage, and operational problem-solving
- Direct and supervise the collection of fees in accordance with District policies and procedures
- Maintain, analyze, and submit required records including patron admissions, revenue reports, chemical logs, accident/incident reports, and rescue documentation
- Assist in chemical testing and water quality monitoring in accordance with health department standards
- Promote and supervise a diverse aquatics program serving all ages, including swim lessons, recreation swim, swim team, and special events
- Provide high-quality customer service to patrons, parents, and community members
- Act as Manager-on-Duty when assigned
- Perform all duties listed in the Lifeguard job description as needed
- Perform other related duties as assigned

Employment is contingent upon successful completion of all required certifications, background checks, and training.

To Apply

Please email a resume and completed job application to yannil@rleparks.com.

Job applications can be found at www.rleparks.com/job-opportunities.

*810 Oak Lane
Rio Linda, CA 95673
916/991-5929 ~ Fax 916/991-2892
www.rleparks.com*