



Pleasant Valley Recreation and Park District, Camarillo, California

EMPLOYMENT OPPORTUNITY

AQUATIC CENTER ASSISTANT MANAGER

Hourly Rate - \$13.89 -

Part Time – Avg. 20 hours per week

Final Filing Date: Friday, March 29, 2019 at 5:00 pm

The Pleasant Valley Recreation and Park District is currently accepting applications for an Assistant Pool Manager to develop and ensure participation and enrollment in District recreational programming, management and expansion of current aquatics classes, and in helping to ensure a safe and welcoming aquatic facility. We are looking for a positive, self-starter with good customer service skills, a “can do attitude” and the ability to work independently and as a member of a cohesive team. Interviews will be held on Tuesday, April 2, 2019.

SUMMARY: Under general supervision, this position performs a variety of complex and responsible aquatic and administrative duties to assist management and operation of a fast paced, indoor aquatic center in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus on high quality customer service, in depth knowledge of aquatics and overall facility management and operation. Performs additional duties as assigned:

- Represent self, District and Aquatic Center in a professional manner.
- Possess excellent oral and written communication skills.
- Possess strong math skills with the ability to apply basic addition and subtraction as well as calculate figures and amounts such as percentages, discounts, and fractions with a high degree of accuracy and detail.
- Possess excellent cash handling skills to prepare and complete daily cash report and deliver money to bank.
- Accurately check biweekly timecards for aquatic staff and submit to supervisor.
- Plan, coordinate and conduct staff trainings and in-services to a team of 25-50 lifeguards in coordination with the Recreation Supervisor.
- Prepare and review weekly employee schedules using online scheduling system.
- Manage overall operation of aquatic center, staff, daily activities and programs.
- Organize and manage large year-round comprehensive swim lesson program.
- In coordination with Recreation Supervisor - plan, develop and conduct a variety of aquatic related activities, programs, classes and events.
- Schedule and arrange facility activities, rentals, maintain records, prepare invoices, prepare and submit program evaluations and department reports.
- Prepare a variety of brochures, calendars, posters, flyers and related communication material to market District programs.
- Assist with reviewing and proofing the District Activity Guide, website, brochures and other related material.
- Ensure the application of and compliance with established District Policies and Procedures.
- Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Maintain an open and effective system of communication throughout the Aquatics Division and other divisions within the Recreation Services Department.
- Successfully and accurately learn and use District online registration system.
- Work cohesively with other Departments within the Pleasant Valley Recreation and Park District.
- Perform a variety of miscellaneous duties such as answering phones, typing correspondence, data entry, picking up supplies needed for activities, collecting fees, Lifeguard and teach swim lessons when needed.
- Perform other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A High School Diploma or GED with minimum of two years of lifeguard experience, or equivalent combination of education and experience. Previous supervisory, facility management, or college coursework highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: American Red Cross certifications: Lifeguard, First Aid and CPR for the Professional Rescuer with Title 22 required and obtain Water Safety Instructor (WSI) certification within 12 months of employment; American Red Cross Lifeguard Instructor certification, Certified Pool Operator or Aquatic Facility Operator desirable. Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell; climb and balance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010

(805) 482-1996 or at www.pvrpd.org

Application: This is an hourly At-Will position. Based on the information provided in the application documents, those applicants who best fit the needs of the District will be considered for this career opportunity. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination as only the most qualified applicants will be invited to an interview. Applicants who fail to complete the application and supplemental questions and provide a cover letter, and resume, by the Final Filing Date will be subject to rejection. Applications and supplemental questionnaires will be reviewed, and only the most qualified applicants will be invited to an interview. **A District application is required.** Resumes will not be accepted in lieu of a completed application.

Appraisal Interview: A job related appraisal interview will be conducted to evaluate and compare participating candidate's knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.

NOTE: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

MAIL / FAX / DROP OFF ALL REQUIRED FORMS - APPLICATION, RESUME & SUPPLEMENTAL FORM TO:

Pleasant Valley Recreation & Park District
Kathryn Drewry
1605 E. Burnley Street
Camarillo, CA 93010

Phone: 805-482-1996 x 113
Fax: 805-383-0316
Email: kdrewry@pvrpd.org

THE SUCCESSFUL CANDIDATE MUST PASS A DEPARTMENT OF JUSTICE LIVE FINGERPRINT SCAN, BACKGROUND AND REFERENCE CHECK, SCREENINGS FOR ALCOHOL, DRUG, AND TUBERCULOSIS.

PLEASANT VALLEY RECREATION AND PARK DISTRICT, CAMARILLO, CA

AQUATIC CENTER ASSISTANT MANAGER

SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION

Supplemental forms that are incomplete or missing information may disqualify the application.

Name: _____

Phone: _____ Cell: _____ Email: _____

Please answer all questions as regarding your experience/knowledge:

Describe your experience managing an Aquatic Facility and how many staff it included. _____

Explain your experience and involvement working with a year-round comprehensive swimming lesson program. _____

Describe your experiences developing and conducting staff trainings. _____

Rate your experience using specific software programs and your level of expertise.

Microsoft Word Beginner__ Intermediate__ Advanced__ Expert__ No Experience__

Microsoft Excel Beginner__ Intermediate__ Advanced__ Expert__ No Experience__

Microsoft Power Point Beginner__ Intermediate__ Advanced__ Expert__

Adobe Illustrator Beginner__ Intermediate__ Advanced__ Expert__

Adobe In-Design Beginner__ Intermediate__ Advanced__ Expert__

Adobe Photoshop Beginner__ Intermediate__ Advanced__ Expert__

List additional skills, abilities, language, or certifications that you feel would be beneficial to this position.

Attach a copy of all of your American Red Cross Certifications:

Lifeguard__ CPR for the Professional Rescuer__ First Aid__ Oxygen Administration__ Title 22__

Water Safety Instructor (WSI) __ Lifeguard Instructor__ Lifeguard Instructor Trainer__ Other__

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
PART TIME AVAILABILITY – SUPPLEMENTAL QUESTIONNAIRE**

Name: _____

Home Phone: _____ Cell phone: _____ Other: _____

Today's Date: _____ I can begin working this schedule on: _____

If you are a seasonal employee, your estimated last day will be: _____

Email address: _____

I AM AVAILABLE TO WORK DURING THESE HOURS EACH DAY.						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

LIST ANY TIME OFF REQUESTS YOU ARE AWARE OF AT THE TIME OF APPLICATION

Day	Date	Time	NOTES
<i>Wednesday</i>	<i>06/30/17</i>	<i>all day</i>	
<i>Thursday</i>	<i>7/29/2017</i>	<i>4:00-9:00pm</i>	

As a part-time employee, you will not receive "regularly scheduled" hours and are not "guaranteed" a specific number of hours per week. You will NOT be scheduled more than 960 hours per fiscal year from July 1 - June 30 based on the needs of the District.

Notes: _____

