

**Job Title: Assistant Manager - Community City-Owned Pool**

**Location:** Reinbeck, IA

**Job Type:** Full-Time-Seasonal

**Reports To:** General Manager & Park Board

**Position Overview:**

The Assistant Manager of the Reinbeck Aquatic Center will work alongside the General Manager to ensure the efficient daily operations of the municipal pool facility. This position plays a key role in staff management, customer service, safety enforcement, and maintaining high standards of cleanliness and pool maintenance. The Assistant Manager will also assist in coordinating pool programs and events, ensuring an enjoyable and safe experience for all visitors.

**Key Responsibilities:**

- Assist the General Manager in overseeing the daily operations of the pool, ensuring all functions are carried out smoothly and efficiently.
- Supervise and support lifeguards and maintenance staff, including assisting with training, scheduling, and evaluating staff performance.
- Ensure safety protocols and procedures are followed by all staff members and pool visitors. Act as the lead in emergency situations when needed.
- Assist in managing the pool's budget and inventory, including supplies and equipment.
- Help coordinate pool programming, such as swim lessons, public swim hours, and special events.
- Ensure the pool and surrounding areas and bath house are kept clean, safe, and well-maintained at all times.
- Serve as a point of contact for customer service, addressing concerns or complaints with professionalism and courtesy.
- Assist the General Manager in tracking and reporting on attendance, pool usage, and any incidents or safety concerns.
- Maintain proper pool chemical levels and ensure adherence to local health and safety codes.
- Support community outreach efforts to increase awareness of pool programs and events.
- Manage the pool in the absence of the General Manager when required.

**Qualifications:**

- Previous experience in pool operations, customer service, or a supervisory role (preferred).
- Knowledge of pool safety practices, water chemistry, and basic facility maintenance.

- Strong communication, leadership, and interpersonal skills.
- Ability to manage a team effectively, with a focus on customer service and safety.
- Certification in Lifeguarding, CPR, and First Aid (required); additional certifications in pool operations (preferred).
- Ability to work flexible hours, including weekends, evenings, and holidays during the busy pool season.
- A proactive attitude and the ability to adapt quickly to changes in a fast-paced environment.
- Passion for supporting community recreation and safety.

**Physical Requirements:**

- Ability to stand, walk, and perform tasks for extended periods.
- Ability to lift up to 50 pounds.
- Ability to work outdoors in various weather conditions and perform physical tasks as required for pool maintenance.
- Ability to perform physical tasks such as cleaning, minor pool maintenance, and emergency response.