



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## MANSFIELD AREA Y

Job Title: **Seasonal Assistant Outdoor Pool Manager**  
FLSA Status: Non Exempt - Full Time  
Reports to: Aquatics Coordinator

Job Code: 03-07  
YMCA Leadership Class: L  
Revision Date: 05/02/2017

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### **POSITION SUMMARY:**

Under the direction of the Aquatics coordinator with the Seasonal Outdoor Pool Manager to direct the operations of the assigned outdoor pool by managing and providing leadership for the pool patrons and staff. Responsible for all aspects of the facility during open, outdoor pool season, from open to close on a daily basis.

### **ESSENTIAL FUNCTIONS:**

1. Responsible for supervision of staff and pool patrons.
2. Responsible for making the monthly schedule for the assigned staff.
3. Responsible for cash register and deposit on a daily basis.
4. Responsible for time cards at assigned location.
5. Models the YMCA's commitment to families through cooperation with local schools, health and social service agencies and other community groups.
6. Models, at all times, a professional demeanor and displays loyalty to YMCA Aquatics philosophy and policies.
7. Ensures program standards are met and safety procedures are followed.
8. Ensures upkeep of related facilities and equipment.
9. Chemical logs are to be kept according to state regulations.
10. Works cooperatively with all other YMCA departments.
11. Fills in as Lifeguard when necessary.

### **YMCA COMPETENCIES (Leader):**

*Mission Advancement:* Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for

understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### **QUALIFICATIONS:**

1. Excellent interpersonal and problem solving skills.
2. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
3. Current American RedCross Lifeguard certification.
4. Previous outdoor pool experience preferred.
5. At least 16 years of age.
6. Basic computer skills.

### **CONDITIONS OF EMPLOYMENT:**

1. Must sign an "Authorization to Perform a Criminal Background Check" form that consists of:
  - a. A Non-Conviction statement based on a list of un-hirable offenses
  - b. Criminal background check consisting of statewide criminal search and nationwide sex offender search
2. Must have reliable transportation to travel from the Mansfield Area Y to the outdoor pool assigned.

### **WORKING CONDITIONS:**

1. Ability to work flexible/irregular work hours.
2. Ability to work outdoors with limited shade.
3. Ability to walk, stand and sit (including the floor) for long periods of time.
4. Exposure to communicable diseases and bodily fluids.
5. Must be able to lift and/or assist in RedCross regulated rescues.
6. Must be able to lift and carry up to 50 pounds.
7. Ability to stand or sit while maintaining alertness for several hours at a time.
8. Position may require bending, leaning, kneeling and walking.
9. Ability to speak concisely and effectively communicate.
10. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
11. Ability to view/enter data on a computer.

**AGREEMENT:**

This job description is not an expressed or implied contract. The Mansfield YMCA reserves the right to change this job description as necessary. Having read and understood my job description, expected work schedule, and rate of compensation, I accept the position of Seasonal Assistant Outdoor Pool Manager

\_\_\_\_\_  
Seasonal Assistant Outdoor Pool Manager (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Aquatics Coordinator (signature)

\_\_\_\_\_  
Date