

# NOTICE OF JOB OPENING

## SUMMER/SEASONAL POSITION

Posting Begins	January 27, 2022	Posting Ends	July 27, 2022
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Position Title	<b>AQUATIC ASSISTANT MANAGER</b>
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Department	Parks and Recreation	Division	
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Parkwood Pool, 950 Quindaro Blvd, KC KS 66101
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**BRIEF JOB DESCRIPTION:** Assumes all duties of the Aquatics Manager when the manager is not present; supervises and assists daily cleaning of facility and maintenance of equipment; responsible for supervision and assistance to lifeguards and aquatic park staff; completes reports and records assigned by the Aquatics Manager. Supervises preparations and cleanup of daily activities and operations; supervises cleaning, pool parties, swimming lessons and all other operations, special events, or programs; supervises and helps with concessions, admissions, sales, and inventory; promotes safety for pool participants; schedules work hours for lifeguards and aquatic staff with approval of Aquatics Manager; aides in communications of policies and procedures to staff as well as public; aides in personnel grievances and issues; supervises the pool, facilities, building, and associated grounds in the enforcement of safety rules and regulations; performs First Aid as needed; must be able to comply with safety rules set forth by the City, County, State, Federal regulations and the Aquatic Manager; maintains pool chemicals and pool filtering equipment in a safe operating range; instructs swimming lessons, aquatic programs, and leagues as assigned by the Aquatics Manager; displays the knowledge and has the ability to perform the Emergency Action Plan; solicits feedback for improving customer service and facility; handle crisis situations; debriefing staff, handle customer complaints in a respectful and positive manner; assist with concessions sales and food prep; perform admissions duties as needed.

**MINIMUM QUALIFICATIONS:** HS Diploma or GED required; must be at least 18 years old with one or more years' experience supervising teenagers and/or adults. Employee must possess a valid Kansas driver's license. Current CPR and First Aid certification is required. Must possess or be able to obtain current lifeguard training certification. WSI preferred.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$17.00/hr.	PI #	2809	Class. Code	3112
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE**  
**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY**  
*The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*  
EOE