



## **Lake of the Pines Association Assistant Pool Coordinator – Seasonal Position**

Lake of the Pines Association (LOPA) is accepting applications for the position of Assistant Pool Coordinator. We are looking for qualified applicants for our 2023 Pool Season, for the months of mid-March to the end of October. Must be available to work Memorial Day weekend/holiday, 4<sup>th</sup> of July weekend/holiday and Labor Day weekend/holiday.

Lake of the Pines is a 2,000-home gated, private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. This is a Seasonal position, requiring 25-30 hours per week with a salary range of \$18.78 - \$21.47 an hour. Shift schedules will vary seasonally. The position requires morning, afternoon, evening, weekday, and weekend hours. Live scan and background search required following conditional offer of employment.

### **Essential duties and Responsibilities:**

- Assist in leading, training, scheduling, and supervising Aquatics staff for the Recreation Department.
- Maintain, analyze, and submit records, daily logs and reports pertaining to pool facility operations.
- Coordinate and facilitate monthly in-service trainings for staff and safety trainings.
- Lead and supervise daily aquatics programming including scheduling private swim lessons, water fitness classes, daily activities, swim team and special events.
- Perform basic maintenance as needed or as directed to ensure the health and safety of patrons and staff at the facility.
- Supervise and observe pool area patrons and swimmers to ensure their continual safety.
- Attend all staff training as scheduled.
- Lifeguard or fill in for other pool staff as needed.
- In the event of equipment breakdown or malfunction or should the alarm sound, or any general unsafe conditions of the water, or weather, will close the pool, apply proper procedures, and notify supervisor or management.
- Respond to and care for accidents, incidents and emergencies that may occur at the swimming pool facility.
- Maintain the safety and health of the facilities, maintain the equipment and property assigned to the department.
- Oversee swimming pool food service delivery and ice cream inventory and vending operations.

### **Required Skills/Qualifications:**

- High School Diploma or equivalent required, higher-level education desired.
- One year of supervisory experience required.
- Minimum of two years of combined aquatics experience as a Swim Coach, Swim Instructor, Lifeguard, Pool Monitor, and/or Swim Lesson Coordinator required.
- Current Lifeguard certification from the American Red Cross or equal provider deemed acceptable.
- Have current or ability to obtain Lifeguard Instructor (LGI) and/or Water Safety Instructor (WSI) certification from the American Red Cross or similar entity, desired.
- Certified Pool Operator or equivalent desired.
- Ability to work well independently with integrity and as a team.
- Intermediate computer skills required, including Microsoft Office.

Applications are available online at [www.lop.org](http://www.lop.org) under Association/Employment. Email resume and application to [HR@lop.org](mailto:HR@lop.org), fax application and resume to 530-718-2645, or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.