



# JOB POSTING

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<b>Job Title:</b>	<b>Pool Assistant Manager</b>
<b>Schedule:</b>	Seasonal Position – May through September No Set Schedule - Flexibility Required
<b>Hiring Range:</b>	\$10.00-\$14.00 per hour depending on experience
<b>Application Deadline:</b>	<b>February 20, 2017</b>

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The Antioch Department of Parks and Recreation’s mission is to enhance the quality of life by providing parks, open space and recreational opportunities for the Antioch Village residents, while preserving and enhancing the natural benefits of the environment.

The Village is currently seeking a **Pool Assistant Manager** to perform administrative, supervisory and professional work in the operation and maintenance of a swimming pool, and in coordinating various aquatics programs. Reports to Pool Manager and Parks/Pool Maintenance Supervisor. Exercises supervision over assistant managers, head guard, head cashier, and lifeguards and swim instructors.

The desired candidate will have the ability to perform supervisory duties for staff including instruction, review of work, maintaining standards, allocating personnel, selecting new employees, assigning work, planning work of others, coordinating activities, acting on employee problems, recommending transfers/promotions of employees, and recommending discipline and/or discharge. The desired candidate will manage and supervise assigned operations, plan and organize workloads and staff assignments, enforce pool regulations and safety procedures, and other duties outlined in the job description.

Minimum Requirements Include:

- Minimum College Degree (2 years) with a focus in Recreation and management or business related fields.
- Related work experience of 3-5 years.
- Certification in First Aid and CPR, Water Safety Instruction Certification (WSI), Lifeguard Certification, Lifeguard Instructor’s Certification, and Aquatic Facility Operator Certification
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.

To Apply:

If interested, please complete an Application For Employment and submit along with resume to Village of Antioch Attn: Pool Asst. Mgr, 874 Main Street, Antioch, IL, 60002 or Fax: (847) 395-1920 or e-mail: [sroby@antioch.il.gov](mailto:sroby@antioch.il.gov)

*Village of Antioch is an Equal Opportunity Employer*