

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**NON-CLASSIFIED SHORT-TERM AND SUBSTITUTE**  
**TEMPORARY POSITION DESCRIPTION**

**POSITION TITLE:** Assistant Pool Manager

**DEPARTMENT/LOCATION:** Community Education, Riverside City College

**BASIC FUNCTIONS:** Under the direction of the Pool Manager/Summer Swim Program Coordinator, ensures that swimming classes are staffed by Life Guards and taught in a safe manner.

**REPRESENTATIVE DUTIES:**

1. Be very familiar with and able to follow the RCCD and the Pool Emergency Plans.
2. Administer minor first aide when necessary.
3. Learn the RCCD method of instructing swimming, and assist Life Guards in implementing it in their instruction.
4. Assist the parents/guardians of students with questions, concerns, scheduling and registration information.
5. Represent both RCC and Community Education with a customer-focused attitude during working hours.
6. Maintain the safety of student and other patrons in and around the pool; file accident reports when necessary.
7. Other duties as assigned that may be relevant to the job.

**QUALIFICATIONS:** A minimum of three years of life guarding and/or swim lessons experience as determined by the Pool Manager.

**ABILITY TO:** Act with maturity and professionalism. Candidate must possess good customer skills.

**LICENSES/CERTIFICATIONS:** Valid CPR and Life Saving/First Aid certificates.

**PHYSICAL EFFORT:** Must be able to lift up to 50 pounds.

**HOURS/DAYS:** A Non-Classified Short-Term Employee is a temporary employee, exempt from the classified service, hired to perform a service that is not needed on a continuing basis and is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A Non-Classified Substitute Employee is a temporary employee, exempt from the classified service, hired to replace a classified employee who is temporarily absent from duty. Employment is **limited** to 160 days per fiscal year. The department budget may further limit these days.

A temporary employee can work 8 hours per day, 40 hours per week. If a temporary employee works 1 hour per day, it counts as one day towards the 160-day limit per fiscal year. Temporary employees are not exempt from overtime provisions and are entitled to overtime pay for overtime hours worked.

No temporary employee may begin to work without the authorization of Diversity and Human Resources.

The work location and assignment within the job classification is determined by the District and may be subject to change.

All offers of employment will be contingent upon the availability of funds and approval by the Board of Trustees.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.