

## **Assistant Manager Expectations and Responsibilities**

### **Expectations**

- Promote high standards among the staff by being an exemplar.
- Demonstrate professionalism and maturity when interacting with staff and members.
- Foster a positive and safe work environment.

### **Responsibilities**

- Assume the responsibility for ensuring the safe operation of the pool when manager is absent.
- Act as point of contact for the manager.
- Make administrative decisions that are consistent with established procedures.
- Observe staff and provide evaluative feedback to the manager when requested.
- Perform opening and closing duties as necessary, including counting and storing money from the snack shack.
- Assist in scheduling as needed.
- Fulfill all lifeguarding responsibilities.