



Position Title: Aquatic Assistant Manager (Scheduling/Office)
Position Status: Seasonal (Full-Time)
Starting Pay Rate: \$18.00/hour (Seasonal Range 6, \$18.00-\$21.40)
Department: Parks and Recreation
Facility: Lindon Aquatics Center
Opening Date: February 3, 2026
Closing Date: May 1, 2026 (11:59 PM MST)

Aquatics Assistant Manager (Scheduling/Office)

General Duties

Under the close supervision of the Aquatics Manager, the Aquatics Assistant Manager (Scheduling/Office) will perform professional duties to optimize scheduling, organize and track projects, and other office duties to increase the efficiency of the Aquatics staff.

Essential Job Functions

- Assists in work related to hiring, training, scheduling, and office paperwork to help the aquatics staff.
- Works closely with the Aquatics Manager to organize, create, and manage the summer scheduling programs
- Daily scheduling, monitoring, and follow up with scheduling program and staff
- Oversee hiring paperwork and tracking training progress
- Response to patron inquiries and concerns
- Work with Aquatics Manager to create plans to accomplish monthly completion goals
- Assist with approving and submitting time card reports
- Additionally, employees will be required to assist staff and perform other related work duties as assigned

Minimum Requirements

- Must be a minimum of 17 years old to apply
- The ability to work from mid-March to mid-September
- Must have a valid Utah Driver's License.
- Must have communication skills to communicate effectively and efficiently with the guests, other staff, management, etc.
- Must have or completing High School Diploma or equivalent

Experience

- Computer literate with Google Drive, Microsoft Excel, etc.

Preferred Experience

Work as a scheduler and with scheduling programs such as Humanity as well as documentation programs such as DocuSign.

Schedule

This position works a variety of different times and schedule will be determined upon hiring. Evenings, weekends, and holidays may be included.

Hiring Policies

Lindon City Corporation is an Equal Opportunity Employer. Lindon City will not base its hiring decisions on non-meritorious factors such as race, color, national origin, sex, religion. Lindon City will not refuse to hire a disabled individual who is capable of performing the essential requirements of the position with reasonable accommodations when they do not create undue hardship.

Screening

Based on meeting the minimum requirements and job-related experience, skills, knowledge, and education. Criminal background check and drug check conducted on all city positions. Non-disclosure may result in dismissal.

To Apply

Apply online at www.lindoncity.org/employment or call (801) 610-4162.

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.