

Swimming Pool Manager

Department: Swimming Pool

Reports to: Recreation Director

Position Summary: Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling for staff, public relation, limited pool maintenance. This employee should have excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekend and holiday work.

Examples of work (essential functions)

- Prepare all work schedules for employees making sure the Manager or Asst. Manager is on duty at all times.
- Insure hourly employees work no more than 40 hours per week
- Report hours, days, & time worked for all employees under his/her direct supervision
- Have all completed timecards prior to the due date
- Insure employees under his/her direct supervision are properly trained in their duties
- Assist in tracking pool attendance, balance cash drawer, & make daily deposit as directed
- Insure proper operating condition of all equipment
- Help in First Aid problems
- Maintain staff rotations and staff breaks
- Maintain discipline at the swimming pool facility and supervises all staff enforcing staff policies and rules
- Enforce the Manners Park Swimming Pool facility rules and regulations to staff and public
- Maintain positive public relations at the pool
- Document and report all disciplinary problems and accidents to the Recreation Director
- Help maintain a clean facility
- Set a positive example for the rest of the staff to follow
- Inform Recreation Director when supplies are needed and if equipment needs repaired
- Follow opening and closing check list
- Other duties as deemed necessary for as required.

Education & Experience: Prefer candidates with significant knowledge and experience in pool management operation. High School diploma or GED required. General Management experience preferred. Must be 18 years of age or older.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instruction to employees under his/her supervision and have excellent organizational, public relation, oral and written communication skills. This employee must be able to count money and change correctly.

Physical Demands: While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to finger, handle feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop kneel crouch or crawl. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

Work Environment: While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is regularly exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud when on deck.

Application & resumes should be submitted to the Manners Park Office.