

## Seasonal Pool Manager

### Job Description

The Head Manager has overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, communications and leadership duties, including:

#### **Managerial/ administrative:**

Manage and oversee lifeguards: Plan, organize, schedule workloads and staff assignments for lifeguards;

Communicate regularly with staff on behavior, what is expected. etc, manage discipline of staff and warnings to insure safety;

Evaluate lifeguards performance at various intervals throughout the season;

Monitor time sheets and prepare payroll reports manage/schedule swim lessons: Establish sign--up process;

Assess quality of lessons;

Issue end-of-season progress reports

Communicates with Head Swim Coach for the swim team and other swim team meets

Writes weekly and end of season report for the Director of Parks and Recreation

Manages disagreements with patrons, addresses concerns with patrons, should the need arise the P&R Director will resolve – only on an as needed basis.

#### **Facility:**

Prepare pool for opening and closing

Oversee daily maintenance of the pool and including making recommendations for repairs/orders

Communicate with the Director of Parks and Recreation regarding all issues and concerns

Oversee administering of First Aid, CPR, and emergencies and other safety procedures, as required

Attend all pool events from opening to closing

#### **Communications:**

Communicate regularly with Director of Parks and Recreation regarding safety, staff, facility/maintenance, swim lessons, and membership issues

Organize weekly meetings with lifeguards and generate minutes on meeting for Director of Parks and Recreation

Attend monthly pool meetings (Director will organize)

Prepare agenda for any issues/concerns to be discussed at the monthly meetings

#### **Leadership/other:**

Supervise the facility during fun events such as swim competitions/games, pool parties and other special events

create a safe and fun atmosphere for staff and members

#### **DESIRED QUALIFICATIONS:**

Current CPO/American Red Cross/CPR and First Aid Certification -- WSI would be a +

Minimum of four years' experience as a manager of a public or private pool or equivalent setting; or experience as an assistant manager looking to advance. Must be a mature and seasoned professional.

