



POOL MANAGER (SEASONAL) JOB DESCRIPTION

TITLE: Pool Manager

SUPERVISOR: Asst. Aquatics Director; Aquatics Director

DEPARTMENT: Aquatics

CLASSIFICATION: Full-Time Seasonal; 35-40 hours

PURPOSE:

The primary purpose of employees in this class is to be responsible for managing, overseeing, and maintaining all aspects of seasonal outdoor pool operations. This includes, but is not limited to, training, overseeing daily operations including scheduling and pool maintenance. This individual will be responsible for helping facilitate a positive, inviting, educational, professional environment for staff and patrons alike. They will contribute to the overall sense of teamwork and accountability, as well as, working within the framework of the agency program as a whole. This individual is expected to provide excellent customer service, instruction, corrective action/feedback, as well as aid in cleanliness of all aquatics facilities.

MINIMUM QUALIFICATIONS:

- Current American Red Cross Lifeguarding Certification, or willingness to obtain.
- 21 years of age with management experience.
- Must be available to work nights, weekends, and some holidays.

PHYSICAL DEMANDS:

- Ability to lift up to 50 pounds.
- Ability to maintain alertness while sitting, standing, or walking for various lengths of time.
- Extended exposure to sunlight and heat.
- Exposure to hazardous pool chemicals.

DUTIES & RESPONSIBILITIES:

- Supervises and evaluates Lifeguards, Swim Coaches, Swim Instructors, Front Desk Associates (Seasonal), Front Desk Supervisor (Seasonal), and Concessions Attendants.
- Facilitates trainings, orientations, and onboardings.

- Direct cleaning of the pool and upkeep of all pool equipment and facilities, pool chairs, diving boards, showers, locker rooms, pool office, and snack bar.
- Provides on-the-job supervision, as well as, backup support and fill-in where needed in the absence of lifeguards, instructors, or coaches.
- Reviews emergency action plans to maintain appropriate responses to any emergency situation.
- Ensures weekly chemical checks, safety walk throughs, and corrects any hazards.
- Manages communications with members and guests to be presented clearly and in a timely manner.
- Clearly communicates policies and programs to members to promote participation.
- Enforces rules and provides support to staff.
- Oversees program transitions and reviews program management and location issues.
- Maintain and keep all necessary records concerning pool attendance, pool chemicals, accident reports, schedules, time cards, etc.
- Be constructive in discipline, helpful in criticism, and enthusiastic in compliments.
- Generally support the Aquatics Director and Assistant Aquatics Director in overseeing all pool operations and personnel and coordinating any pool activity during or after pool hours.

CRITERIA FOR SUCCESS:

- Communicates with leadership effectively and in a timely manner.
- Uses excellent customer service skills in order to build a rapport with members, guests, and staff.
- Acts as a professional and responsible member of staff to the Aquatics Committee as needed.
- Works with other Gordon JCC departments to enhance activities and programs.
- Facilitates a positive growth image of the Gordon JCC in the Community.