



# JOB DESCRIPTION

JD Revision Date: April 14, 2017

<b>Title</b>	<b>Pool Manager</b>
<b>Reports To</b>	<b>Recreation Coordinator</b>
<b>Salary</b>	<b>\$12.25-\$13.50 Per Hour</b>

**Definition**  
Under the general supervision of the Recreation Coordinator, this individual will be responsible for managing the daily operation at the Kerman Community Pool. Responsibilities include, but are not limited to, supervising and scheduling lifeguard/instructor staff, overseeing the maintenance of the facility and equipment, planning and conducting in-service training for the staff; communicating effectively with department staff, participants and the public, and performing lifeguarding/instruction duties as required

- Distinguishing Characteristics**
- Must have mature judgment, self-control, ability to supervise others, good personality and disposition and an ability to communicate effectively.
  - Must be at least 18 years old and a high school graduate

- Examples of Duties**
- Report to work at least 15 minutes before going on duty
  - Supervises part-time/seasonal aquatics staff
  - Directs and supervises the collection of all fees, prepares daily records of receipts and deposits same in accordance with agency policies
  - Maintains, analyzes and submits pertinent records in respect to daily patron admissions and revenue, accidents, rescues and assists, and first aid
  - Develops and maintains ongoing, in-service training for Aides, Cashiers, Lifeguards and Assistant Managers
  - Develops, promotes and supervises a diversified aquatics program for all ages in accordance with community needs
  - Plans, directs and supervises both the staff and the volunteers in the conduct of instructional swimming programs and special events;
  - Assumes direct responsibility for the maintenance and operation of the overall safety of the facility
  - Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

## Qualifications

- Ability To**
- Perform a broad range of supervisory responsibilities over others.
  - Work independently within the established policies and procedures of the department.
  - Communicate orally in the English language in a one-on-one or group setting.
  - Maintain accurate financial records and submit necessary reports.
  - Work cooperatively with staff and public.
  - Enforce pool rules and regulations.
  - Act quickly and calmly in emergencies.
  - Produce written documents in the English language using proper sentence construction, punctuation, and grammar.

<b>Experience</b>	Must have at least three years lifeguarding/swim instruction experience and aquatic managerial experience. Operation of a swimming pool, including sanitation, safety, and public relations. Swimming pool cash management operations and recordkeeping. Principles, practices and application of lifesaving and first aid techniques. Rules and regulations pertaining to the pool use.
<b>Certifications</b>	Must possess, prior to the time of employment, certification in the following: American Red Cross certificate for Lifeguard/First Aid/CPR/AED
<b>Physical Demands</b>	Lifting, carrying and/or pushing 50 pounds maximum.
<b>Hours</b>	Position involves a varying schedule which will include days, nights and weekends. The pool will be open from June 11 – August 5.