



POSITION DESCRIPTION

Title: Park and Pool Manager
Exempt/Non-Exempt: Non-Exempt
Reports To: Board of Directors & District Manager
Pay Grade/Range: \$25-\$30 an hour
Pay Equity Group:
Effective Date: September 2024

General Position Summary:

The Park and Pool Manager leads and directs staff, including lifeguards and park maintenance staff, in the safe and efficient operation of the swimming pool and park; Creates and/or maintains pool procedures, approved by Board of Directors, and ensures compliance with State and County regulations; Promotes amenities and benefits of the district swimming pool to the community and oversees the overall management of park operations, safety and maintenance. This position would be part-time (15-20 hours per week) September-May and full-time (40-70 hours per week) (including weekends) June-August.

Essential Functions/Major Assignments:

- Must provide regular, reliable, and predictable performance of duties.
- Must be available and accessible during work hours.
- Plans, organizes, and implements aquatic programs and schedules.
- Manages and organizes the calendar of events for the use of the park year-round.
- Manages pool records and statistics, provides monthly reports to Board of Directors.
- Manages pool seasonal opening and closing.
- Oversees minimal maintenance of the pool including chemistry, climate control, and cleanliness.
- Responds appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire pool facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR until EMS takes over.
- Manages and organizes pool schedule for rentals and sponsored events.
- Facilitates media advertising and public outreach for the district.
- Supervises year-round park maintenance staff and seasonal pool staff (lifeguards).
- Recruits and participates in interviews and makes recommendations for hiring of park and pool staff to the Board of Directors.
- Coordinates new employee orientation and training of employees.
- Creates employee work schedules.
- Records, verifies, and approves employee timecards. Ensures total employee hours within budget.
- Participates in District safety programs, both pool and park.

Secondary Functions:

- Performs pool staff duties on occasion.
- All other duties as assigned.

Supervisory Responsibility:

- Provides supervisory oversight to park and pool staff

Specific Job Knowledge, Skill, and Ability:

- Ability to work independently and be self-directed.
- Ability to integrate organization goals and strategic direction.
- Ability to effectively plan, prioritize, schedule, organize, track, document, report, multi-task.
- Ability to produce professional written summaries, reports, letters, emails, etc.
- Ability to determine needs of program and develop processes and solutions to meet those needs.
- Must be able to easily adapt to change and be able to work in an environment where demands and priorities change daily.
- Must have a flexible schedule to be able to attend meetings and events as needed, which may include working outside of traditional offices hours.
- Must have a focus on providing exceptional customer services to both external and internal customers.
- Must be able to collaborate effectively with both internal and external customers.
- Skilled in and/or willing to learn Human Resource responsibilities.
- Ability to provide leadership and be able to delegate duties when needed.
- Ability to communicate effectively orally and in writing with the public, park and pool users, staff, and Board of Directors.
- Skilled in swimming and life saving techniques.
- Ability to maintain regular attendance and be punctual.
- Knowledgeable in required safety requirements, procedures for the both the park and pool and/or willing to be trained.
- Skilled in use of Microsoft Office, internet, and email.
- Skilled in time management and self-motivation.
- Ability to attend regular trainings (monthly, quarterly, annually) focusing on Human Resources and Pool Operations.
- Must be able to maintain all certifications.

Education, Experience, and Certification/Licensure:

Required

- High school diploma or equivalent.
 - 2 seasonal years of experience in pool management, swimming instruction and lifeguarding preferable but willing to train.
 - 1 year experience in general management.
 - National Swimming Pool Foundation certification for Certified Pool Operator or ability to obtain within first three (3) months of hire.
 - Lifeguard, First Aid and CPR certification or ability to obtain within 3 months of hire.
- OR
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

Desired

- 3 or more seasonal years of experience in pool management, swimming instruction and lifeguarding
- Previously supervisory experience strongly preferred.

Job Conditions:

- This position operates in a professional office environment and work is often in outdoor environments in a wide variety of weather, including inclement weather.
- This position is not eligible for remote work.
- The work schedule is generally fixed during regular hours of operation of the pool; however, work may be required on nights, weekends and in emergency situations with advanced notice.
- Routinely uses standard office equipment, especially computers and mobile devices.
- Physical Abilities: Frequent desk work, talking, listening/hearing, using computers, and repetitive motions of hands/wrists/fingers and feet. Frequent walking, standing, stooping, climbing, kneeling, reaching, and close work. Occasional bending, grasping, handling, and feeling. Occasional swimming, crawling, lifting, working in extreme temperature variations, including wet and dirty areas.
- Moderate physical activity. Requires handling of objects up to 50 pounds and may involve standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Appointees will be subject to completion of a standard probationary of 6 months.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of this position.

Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Supervisory Approval

Date

(The signature of the Supervisor confirms the assignment of work to the employee.)