

**Job Title:** Swimming Pool Facilities Manager  
**Department:** Recreation  
**FLSA:** Non-Exempt  
**Reports To:** Director

**Job Summary:**

Under limited supervision, the selected candidate will manage and schedule pool staff and facilities. The Pool Manager will collect pool fees and make pool deposits. This person will be responsible for scheduling lifeguards and oversee the opening and closing of the pool. He/she will maintain the safety and security of the pool and facilities. This is a part time, temporary position for summer months only.

**Major Responsibilities:**

*The following duties are normal for this job. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or logical assignment for this classification. Other duties may be required and assigned.*

- Work in conjunction with the Director to hire and orient certified lifeguards.
- Inventory and requisition concession items for pool concessions.
- Responsible for collecting pool fees and making pool deposits.
- Schedule lifeguard rotation and duties at pool. (Including guard hours, clean up, concession work and swim lessons scheduling).
- Oversee the opening and closing of pool for general public use. (Hours of operation, disciplinary code, dress code, safety issues).
- Schedule any special activities (swim meets, special pool parties).
- Maintains security and safety of pool and facilities. Authority to close pool due to pool condition and/ or weather.

**Desired Knowledge, Skills and Abilities:**

- Strong organizational skills
- Ability to schedule and evaluate facilities and personnel
- Knowledge of pool and lifeguard guidelines preferred
- Red Cross Lifeguard/CPR certified
- Must be able to convey and exchange information with public and staff.
- Must provide verbal and written updates and reports.

**Minimum Qualifications:**

- Minimum age 18.
- Supervisory experience preferred.
- Certified Pool Operator training a plus

**Physical Requirements**

Job is performed at local swimming pool. Outside work requires moderate moving of supplies and equipment.