

Position Title: Swimming Pool Manager

Position Type: Seasonal, Full-Time (up to 40 hours per week), (May-August)

Position Summary: Under the general direction of the Parks and Recreation Director, the manager will perform a variety of activities associated with the Jefferson Municipal Swimming Pool (710 South Maple Street), swimming programs and support for a community facility that is open seven days a week from approximately June-August. The Pool Manager is responsible for overseeing the day-to-day operations and safety of the swimming pool facility. They will ensure a positive experience for patrons by maintaining a safe and clean environment, managing staff, and implementing pool regulations and policies.

Typical Duties and Responsibilities:

1. Responsible for the safety of the guests, staff and pool facilities.
2. Interact with pool patrons in a friendly and professional manner.
3. Assists and coordinates operation, provides input and aid in planning and scheduling of the facility.
4. Responsible for all directives from the Park and Recreation Director.
5. Assists in the promotion of the Jefferson Municipal Swimming Pool regarding programs, special events, and daily activities.
6. Responsible for scheduling and coordinating swimming lessons.
7. Coordinates weekly staff training and review regarding policies, procedures and recent events which have occurred during the previous week.
8. Responsible for preparation and cleaning of the pool prior to opening day.
9. Responsible for an initial staff meeting prior to opening day.
10. Responsible for handling complaints, disciplinary problems and accidents within departmental guidelines and takes corrective action and/or refers to the proper authority figure.
11. Responsible for all reports to the director including daily, monthly, accident and safety inspections.
12. Responsible for the scheduling of all pool personnel on a weekly/monthly basis.
13. Assists Parks and Recreation Director with the hiring of additional personnel.
14. Oversee water quality by monitoring chemical levels and coordinating with Parks and Recreation Director.
15. Responsible for the proper care and maintenance of the pump room, including cleaning filters, backwashing as necessary, and reordering chemicals as needed.
16. Responsible for maintaining order and inventory of bathhouse items, and reordering as necessary, i.e. first aid, cleaning products, toilet paper, etc.
17. Responsible for coordinating special events and assigning proper supervision for each event. i.e. Greene County Swim Team, private pool parties.
18. Perform lifeguarding duties, including in-stand rotations.
19. Perform all other duties as assigned.

Physical and Environmental Conditions

Required Physical Activities: Swimming, walking, balancing, climbing, standing, stooping, lifting, pulling, pushing, reaching, talking, feeling, hearing, finger dexterity, grasping.

Physical Characteristics of Work: Requires the ability to lift 50 pounds to move people or objects.

Vision Requirements: Must be able to complete written reports, inspect pool equipment, read meters and gauges, recognize emergency signals, see across and through pool water at both near and far distances, identification, and recognition of colors.

Environmental Conditions: Work is performed in typical outside swimming pool environment. The worker may be exposed to deep water in a rescue situation, temperatures in excess of 100 degrees for more than one hour, cold, humidity wind, and rain, chemical hazards, possibly slippery walking surfaces.

Essential Functions:

1. Must be in good physical condition, have strong leadership, communication, and organizational skills.
2. Ability to lift 50 pounds for various needs, including equipment.
3. Ability to work long hours outdoors, occasionally under adverse weather conditions.
4. Ability to operate SportsMan computer, calculator, cash register, chemical feeders, and other similar machines.

Qualifications and Requirements:

- Person shall be out of High School and have a current Red Cross Lifeguarding/First Aid, CPR for the professional rescuer certification.
- CPO, LGL, and WSI certifications are a plus.
- Ability to operate SportsMan computer program, calculator, cash register, chemical feeders, and other similar machines.
- Strong leadership and organizational skills.
- Ability to handle emergency situations calmly and efficiently.
- Previous experience in lifeguarding or pool management is a plus.
- Excellent communication and problem-solving skills.
- Ability to work flexible hours, including evenings, weekends, and holidays as needed.