

**Westchester Park District**  
**Pool Manager – Part Time/Seasonal**

**GENERAL PURPOSE**

This position is responsible for the daily supervision of the operation of the John J. Sinde Community Swimming Pool, including pre-season hiring of staff and post-season closing of the facility

**REQUIRED EDUCATION, QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES**

Minimum of twenty-one (21) years of age and a minimum of three seasons in an aquatic leadership position. One season of aquatic employment with the Westchester Park District preferred. Must be able to lead, manage, and motivate assigned staff. Must have great problem solving, analytical, organizational, interpersonal; and written and verbal communication skills. Must be able to multi-task and work calmly and effectively under pressure. Must have skills in program planning and development. Must have knowledge of budget preparation, cost estimating, monitoring and fiscal management principles and procedures. Must have knowledge of optimal swimming pool water chemistry, temperature and cleanliness standards. Must have strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

**ESSENTIAL FUNCTIONS**

1. Interpret and enforce all state, county and park district laws, rules, regulations and policies.
2. Aide in employee recruitment.
3. Develop and coordinate staff in-service training.
4. Insure hourly employees work no more than 40 hours per week.
5. Report hours, days and time worked for all employees under his/her direct supervision.
6. Prepare reports, statistics and evaluations on all aspects of aquatic facility.
7. Maintain a safe environment through total knowledge of functions and operations of all safety, rescue and first aid equipment.
8. Handle first aid situations
9. Maintain staff rotations and breaks
10. Document and report all disciplinary problems and accidents to the Community Center Manager will be neat and concise.
11. Supervise emergency procedures and facility evacuation.
12. Be involved with pre-season and post-season maintenance.
13. Prepares statistical reports on a monthly basis, and prepared data and narrative for inclusion in annual reports.
14. Maintain supplies and equipment inventory.
15. Oversee the maintenance of the pool, to include chemistry, cleanliness, and related maintenance.
16. Hire, train, manage, direct, schedule, discipline, evaluate, and recommend merit increases for assigned staff ensuring an effective and efficient department run in accordance with Department of Labor laws and District policies and procedures.
17. Maintain a clean facility including but not limited to bathrooms, trash picked up in and outside the facility, pool vacuumed each night and additionally as needed.
18. Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.
19. Follow the Westchester Park District policies, procedures, and guidelines.
20. Set a positive example for the rest of the staff to follow.
21. Maintain good safety awareness and follow all safety guidelines and procedures.
22. Any additional duties as deemed necessary or directed or required by the Community Center Manager/Executive Director.

**REQUIRED CERTIFICATIONS, LICENSES, ETC**

Must have and maintain: a valid driver's license with acceptable driving record. Lifeguarding Certification to include Adult/child/Infant CPR/AED; Instructor Trainer a plus. Must have ServSafe certificate.

**SUPERVISION RECEIVED:**

Works under and reports directly to the Community Center Manager.

**SCHEDULED HOURS:**

Hours will be scheduled and vary depending on shift assigned. Hours can include, days, nights and weekends to be scheduled at the discretion of the Community Center Manager.

**PHYSICAL DEMANDS**

This position must be able to move objects weighing up to 50 lbs. and over shoulders and head weighing up to 50 lbs. This position will be required to frequently move about the pool deck and offices, stoop, kneel, crouch, crawl, bend, twist, and reach. This position should have the physical ability to perform all required lifesaving skills within the American Red Cross Lifeguarding program to include CPR on adults, children and infants. Additional physical requirements include but are not limited to, talking/hearing, seeing, driving, walking, crouching, pushing/pulling, sitting, lifting.

**ENVIRONMENTAL DEMANDS**

This position must be able to be exposed to all extreme summer weather conditions including heat, sun, rain, and varying degrees of temperature and light. This position will also be exposed to pool chemicals and cleaning supplies.

**SALARY**

This position is non-exempt. Compensation is on an hourly basis. \$15.00 - \$20.00 per hour DOQ

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

---

Employee Signature

Date