

Pool Manager – Part-Time

Age:	Must be at least 21 years of age
Education:	Current CPR, Lifeguard and First Aid WSI preferred
Special Qualifications:	Physical ability and endurance to perform the job as required Minimum of two years experience at an aquatic facility Prefer supervisory or management experience

The manager shall:

1. Consistently, courteously and professionally, enforce all rules and regulations.
2. Maintain a neat, well-groomed appearance and wear approved attire/uniform.
3. Be punctual and reliable. Responsible for work schedule and any changes that may occur.
4. Communicate effectively and professionally with participants, parents, patrons and staff.
5. Be responsible for all daily operations of the aquatic facility.
6. Provide a safe and enjoyable atmosphere.
7. Schedule, supervise, discipline and evaluate staff.
8. Plan, develop and conduct staff meetings/in service trainings (bi-weekly).
9. Keep records as required by the city and state health departments. Ensure they are in order and accessible.
10. Submit repairs as necessary. Contact appropriate department if emergency.
11. Accept responsibility for all first aid rendered, including completion of reports and filing them with the Parks & Recreation office.
12. Order supplies as needed within the guidelines of the supervisor.
13. Coordinate and schedule lesson program, including scheduling instructors.
14. See that payroll procedures are followed and timesheets are turned in on appropriate dates.
15. Have knowledge and ability to act appropriately in emergency and rescue situations.
16. Attend staff meetings and be held accountable for all information presented at staff meeting or through meetings. In addition, responsible for information/updates both verbally and in written form.
17. Communicate daily with supervisor to update and inform.
18. Be responsible for any other duties assigned by the Recreation Developer.
19. Inform supervisor of any hazards or problems related to the facility, programs or participants.
20. Be responsible for conditions or requirements for employment as directed by the Oxford Township Parks & Recreation Commission.
21. Oversee the cleanliness of the facility.