



Pool Supervisor

Sites: Dansbury Park & Stroudsburg Borough Pool

Job Title: Pool Supervisor

This position is part-time seasonal. Work hours during the summer are up to 40 hours per week, Monday through Sunday. It requires times outside of daily operation such as: pre-season preparation, morning and/or evenings, holidays, and other tasks to meet the Commission's needs.

Job Description: The Pool Supervisor is responsible for assisting in the management of the Dansbury Park Pool and Stroudsburg Borough Pool, with the planning, organization, and daily pool operations and supervision. Maintain a clean and safe facility. Work with the Pool Manager and Borough maintenance staff on pool operations, maintenance, and emergency protocols, when necessary. Serves as the manager on duty in the absence of the Pool Manager.

The position involves multiple hours of standing, walking, and sitting at the pool facility in varying weather conditions. This position requires lifting 25 pounds or more, as needed.

This position is exempt and not eligible for overtime. The Pool Supervisor reports to and is accountable to the Pool Manager.

Work Activities:

- Complies with Commission rules and policies, including pool rules and internal management controls
- Works with the Pool Manager on maintenance procedures and emergency protocols
- Communicates maintenance needs to the Pool Manager
- Maintains a clean and functional facility
- Demonstrates positive leadership and works well with all staff
- Willing to backwash and vacuum pool (training provided)
- Complies with American Red Cross standards
- Performs water quality testing; notifies appropriate individuals when necessary
- Complies with local and state regulations for pool and water quality standards
- Conducts daily opening and closing procedures, clean-up tasks, and other duties as assigned by the Pool Manager
- Assists with inventory of pool and restroom supplies
- Performs second reconciliation of the daily cash out report for admissions, prepares the deposit, takes to the bank, and submits the bank receipt and signed daily cash out reports to the SROSRC office, when assigned by the Pool Manager
- Assists/facilitates swim lessons and special events
- Handles in a professional manner any feedback from participants
- Performs emergency procedures when necessary
- Follows the pool closing procedures (as the manager on duty) and communicates with the SROSRC office staff
- Monitors weekly staff schedules and makes adjustments as needed with the Pool Manager

Qualifications, Experiences, and Expectations:

- Minimum 2 years of experience working in a pool facility; related experience may be considered
- ARC lifeguard certification is required; ARC water safety instructor certification is preferred, but not required
- Knowledgeable of American Red Cross standards
- Work together and be respectful with coworkers and staff
- Provide friendly customer service
- Ability to diffuse escalating situations
- Comfortable supervising participants in an outdoor environment
- Completes tasks as assigned by the Pool Manager in a timely manner

Clearances Required:

- PA Child Abuse Clearance <https://www.compass.state.pa.us/cwis/public/home>
- Pennsylvania Access to Criminal History <https://epatch.state.pa.us/Home.jsp>
- FBI Fingerprint Check visit <https://uenroll.identogo.com> and enter the service code: **1KG756**
Service Name: **Employee >=14 Years Contact w/Children** (Dept. of Human Services)
- American Red Cross Adult/Child CPR/AED and First Aid Certification (training will be available)