



## Pool Manager

Sites: Dansbury Park & Stroudsburg Borough Pool

### **Job Title:** Pool Manager

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

**Job Description:** The Pool Manager is responsible for the management of the Stroudsburg Borough Pool/Dansbury Pool and will plan, organize, and direct daily pool operations and activities. Supervises and schedules pool staff (Pool Supervisor, Instructors, Lifeguards, and Admissions staff). Maintain a clean and safe facility. Work with the Borough maintenance staff on pool operations, monitoring, maintenance, and emergency protocols.

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

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

### **Work Activities:**

- Complies with Commission rules, regulations, and policies, including pool rules and internal management controls
- Works with the Borough maintenance staff on maintenance procedures and emergency protocols
- Communicates maintenance needs to Borough maintenance staff and the Executive Director
- Maintains a clean and functional facility; this includes the water features outside of the enclosed pool area
- Demonstrates positive leadership and works well with all staff
- Is knowledgeable of or willing to be trained on pool backwashing and vacuuming
- Complies with American Red Cross Standards
- Coordinates with contracted pool maintenance/chemical services and laboratory services on pool chemicals and water quality testing; notifies appropriate entities in an emergency situation
- Complies with local and state regulations for pool and water quality standards
- Performs appropriate water testing and minor repairs as needed; major repairs are to be completed by the Borough maintenance staff
- Maintains inventory of pool and restroom supplies, completes and submits purchase orders to the Executive Director for approval; responsible for the local pick-up of supplies
- Performs or assigns a designated employee to conduct 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
- Organizes swim lessons and special events
- Handles in a professional manner any feedback from participants

- Performs emergency procedures when necessary
- Communicates with other staff on facility operations, special events, closings, and other needs

#### Supervision

- Conducts staff interviews and provides recommendation for hire to the Executive Director
- Prepares, distributes, and posts weekly staff schedules listing all staff on duty; the master schedule to be prepared in advance for the duration of the summer season
- Directs and assigns staff on daily cleanup tasks, opening and closing procedures, and other duties as needed
- Plans and leads staff orientation, meetings, and trainings
- Reviews, approves, and submits staff timesheets to the SROSRC office
- Enforces disciplinary action consistent with SROSRC Employee Policy manual
- Completes employee evaluations and submits to the Executive Director

#### **Qualifications, Experiences, and Expectations:**

- Minimum 3 years of experience managing a public pool; related experience may be considered
- ARC lifeguard certification or water safety instructor certification is strongly 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 Executive Director in a timely manner

#### **Clearances Required (required upon hiring):**

- 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 [www.identogo.com](http://www.identogo.com) to register for an appointment. Service Name: **Employee >=14 Years Contact w/Children**; Service Code: **1KG756**
- American Red Cross Adult/Child CPR/AED and First Aid Certification