**Job Description – Pool PM Manager**

Title: Pool PM Manager (Seasonal, Part Time)

Dept: Pool

Reports to: District Manager

Pay: $19.00 HR

**General Position Summary**:

This position is responsible for overseeing the effective operation of the pool during general swim 1-5pm shifts and evening shift of 6-8:30pm. This includes overseeing all seasonal pool staff and is the front desk operator. The pool manager is responsible for development and/or decisions, staff accountability, has decision‑making authority, is creative/innovative, and has a level of responsibility for planning.

**Essential Functions/Major Duties**:

* Schedule swimming lessons (public and private lessons), private pool parties, as public walk-ins.
* Registration of participants for public swim.
* Maintain day-to-day pool records.
* Work with the public to assist in the adherence to pool rules.
* Dealing with difficult situations with parents regarding pool rules, injured patrons and disciplinary actions that need to be taken.
* Maintain a clean and orderly workplace.
* Testing and recording pool chemical levels.
* Make the decision to close the pool, based on weather or other situations.
* Assign additional cleaning duties to lifeguards and oversee closing clean-up.
* Assure that any rescue, incident, or accident reports are filled out completely and accurately.
* Report on pool operation issues or repairs needed by the District Manager.
* Working as a lifeguard on shift change every 15 mintues may be a requirement, continuing bathroom checks at different interval times is a requirement.

**Specific Job Skills**:

* Excellent organizational skills
* Excellent leadership and supervisory skills
* The ability to work independently.
* Till and cash handling required.
* Willingness to work within the established policies and procedures of the district.
* Work cooperatively with staff and the public.
* Good decision-making skills.
* Act quickly and calmly in emergencies.
* Communicate orally in the English language in a one-on-one or group setting.
* Produce written documents in the English language using proper sentence construction, punctuation, and grammar.

**Education and/or Experience**:

* Lifeguard certification. (onsite job training)
* First Aid/CPR certification
* Aquatic Experience is not required but has priority.

**Job Conditions**:

* Work is performed primarily in an outdoor environment, potentially in extreme weather conditions and involves significant time on your feet.
* On-call response availability
* Working with chemicals
* Job requires standing, walking, bending, stooping, reaching, sitting, climbing, kneeling, use of fingers and hands, grasping, listening, and hearing, talking, handling, repetitive motions, lifting, computer work/keyboarding.

Please send a resume to [Highdesertparkrec@gmail.com](mailto:Highdesertparkrec@gmail.com) . If you have any questions, please contact Brandy Branstetter at 541-573-2413