

Clatskanie Parks and Recreation District

Job Title:	Pool Manager
Type:	Part time / permanent
Overtime eligibility:	FLSA non-exempt / eligible for overtime
Report to:	District Manager
Salary Range:	\$25.00 - \$30.00 DOE
Revised:	January 2024

Summary:

The Clatskanie Parks and Recreation Pool Manager will lead and direct staff, primarily lifeguards, in the safe and efficient operation of the district swimming pool. Will create pool procedures, approved by the District Manager and/or Board of Directors, and ensure compliance with regulations. In addition will promote amenities and benefits of the district swimming pool to the community.

Essential Functions and Major Responsibilities:

Pool Maintenance/Events

- Manages pool records and statistics, provides periodic reports to District Manager.
- Manages pool seasonal opening and closing.
- Oversees minimal maintenance of the pool including chemistry, climate control, and cleanliness.
- Manages and organizes park calendar all year: this will include scheduling small and large public and private events in the park and coordinating with the park maintenance crew.
- Manages and organizes pool schedule for rentals and sponsored events (Movie in the Park).
- Plans, organizes, and implements aquatic programs and schedules.
- Participates in district safety program.
- Responsible for ensuring all policies relating to pool operations are updated and current.

Business/Personnel

- Supervises seasonal lifeguards; to include evaluations, disciplinary action, and training.
- Participates in interviews and hiring and firing recommendations of lifeguards with the District Manager.
- Coordinates new employee orientation and training of employees.
- Creates employee work schedules and/or delegates to Assistant Pool Manager
- Records, verifies, and approves employee timecards.
- Responsible for ensuring all district employee policies and procedures are updated and current.
- Will seek out and write grants as approved by the District Manager and/or Board of Directors.

Secondary Functions:

- Performs lifeguard or instructor duties on occasion.
- Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire pool facility immediately and appropriately; this includes, but is not limited to performing lifeguarding skills, First Aid, CPR until EMS takes over.
- Other duties as assigned.

Required Skills, Knowledge & Abilities:

- Ability to provide leadership, command the respect of the lifeguards and guests, and be able to delegate duties when needed.

- Skilled in and/or willing to learn Human Resources responsibilities with regards to lifeguards.
- Ability to communicate effectively orally and in writing with the public, park and pool users, other district staff and Board of Directors when needed.
- Skilled in swimming and life saving techniques.
- Ability to maintain regular attendance and be punctual.
- Knowledgeable in required safety requirements and procedures.
- Skilled in use of Microsoft Office (Word and Excel), internet and email.
- Skilled in time management and self-motivation.
- Ability to seek and write grants and/or willingness to learn.
- Must be able to maintain certification status.

Required Education, Experience and Certifications:

- High school diploma or equivalent.
- 2 years of experience in management; 3 years preferred.
(Management of a pool and lifeguards preferred, but not required)
- National Swimming Pool Foundation certification for Certified Pool Operator OR ability to obtain within first six (6) months of hire date.
- Lifeguard, First Aid and CPR certification OR ability to obtain within 3 months of hire date.

Job Conditions:

- When the pool is operational (June – September) work will be required days, nights, and weekends.
- When the pool is closed for the season and there is work to be done, it will generally be during the week and during the day, however there may be work required on nights, weekends and in emergency situations. (With regards to the park calendar management)
- Work is often in outdoor environments in a wide variety of weather, including inclement weather.
- Physical abilities: Frequent desk work, talking, listening/hearing, using computers, and repetitive motions of hands/wrists/fingers and feet. Frequent walking, standing, stooping, climbing, kneeling, reaching, and close work. Occasional bending, grasping, handling, and feeling. Occasional swimming, crawling, lifting, working in extreme temperature variations, including wet and dirty areas.
- Moderate physical activity. Requires handling of objects up to 50 pounds and may involve standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.