Summer Pool Manager

**Requirements:**

1. Current certification as a Lifeguard from a training agency approved by the Nebraska and Douglas County Health Departments.
2. CPR certification at a healthcare provider level within the past 12 months.
3. Nebraska Pool Operator’s License or equivalent.
4. Available for the Entire Pool Season
5. Previous Aquatics Management Experience (preferred)

**Responsible to:**

Board of Directors-Personnel Committee

**Summary:**

Responsible for the complete operation and administration of the facility. Schedule may vary and applicants must be flexible to cover shifts as needed.

**Knowledge, Skills and Abilities Required:**

* Knowledge of principles and methods of swimming pool operations including state and local laws.
* Ability to react calmly and effectively in emergency situations.
* Skill in the application of lifeguarding surveillance and rescue techniques.
* Ability to pass pre-employment lifeguard skills evaluation.
* Knowledge of CPR and emergency medical procedures.
* Ability to follow routine verbal and written instructions.
* Knowledge of customer service standards and procedures.

**Duties and Responsibilities:**

1. Supervise the daily operations of the pool including staff, pool deck maintenance, office management and concessions areas.
2. Preparing and maintaining accurate records including daily sanitation logs, staff schedules, hours worked and collection of fees.
3. Serve as the primary supervisor during special events such as birthday parties, swimming activities and adult socials.
4. Informing the Board of Directors of situations that need attention, such as emergency pool closing, accidents, behavioral situations requiring the notification of law enforcement personnel, major maintenance needs, or other property issues.
5. Pre- and post-season maintenance and preparation of the entire swimming pool facility with a scheduled opening date for the last Saturday in May and a closing date on the first Monday of September. Dates are subject to change based on school year.
6. In cooperation with the Personnel Committee, contact, interview, and select all swimming pool staff.
7. Determining emergency and/or weather related pool operations. Regular drills of each emergency to be implemented as needed.
8. Serving as the general administrator for all programs, including but not limited to instructional programs, competitive programs and special events. Assign staff accordingly as instructors, coaches or aides of each activity.
9. Preparing all year-end reports as required by the departments of health or the Board of Directors.
10. Preparing, in writing, a recommendations report, including a list of possible vendors, addressing off-season repairs, renovation and/or construction needs or major property alterations etc. by September 30th. The document will be presented to the Board of Directors prior to the October executive meeting. A list of suggestions for the future to be considered by the Board of Directors should be included with this information.
11. Responsible for all mechanical, chemical and electrical systems.
12. When necessary, execute the job duties of a lifeguard.
13. Provides emergency care and treatment as required until the arrival of emergency medical services.
14. Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
15. Assisting with pool sanitation duties, general and/or daily pools, decks and grounds maintenance and pre- and post- season opening and closing activities.
16. Enforcing the facility rules as established by the departments of health or the Board of Directors and as directed Board of Directors.
17. Participate in regular in-service trainings.
18. Performs miscellaneous job-related duties as assigned.