

**Mountainside Community Pool
Job Description**

Job Described: ASSISTANT POOL MANAGER

Term of employment: June 1 - September 15
plus hours needed to assist the manager open and close the building and grounds. (approx. 21 hours pre-season and 14 hours post-season). No additional compensation will be made for these hours.

Hours: 40 hours/week
1 week (7 days) off. Dates to be approved by the Pool Adm.

Qualifications: A thorough knowledge of the philosophy of recreational service, of resuscitation, of first aid, of lifesaving and water safety techniques, of the maintenance and operation of swimming pools, including knowledge of modern filtration systems and methods, of the municipal ordinances and state laws governing administration of swimming pools; administrative ability; and good judgment. CPO license preferred

Salary Range: \$5,000 - \$10,000

1. Directly responsible to the Pool Manager.
2. Responsible to manage the operations and functions of the pool when on duty without the manager. Responsible for active supervision of all staff, while they are on duty.
3.
 - a. Required to schedule all lifeguards for hours every day of the week (weekends off, weekday off) as assigned by the Pool Manager.
 - b. Required to schedule staff for hours during the weekends before and after pool is in full operation as assigned by the Pool Manager
 - c. Required to schedule all maintenance workers as assigned by the Pool Manager
4. Required to keep an account of all hours worked daily by the staff as assigned by the Pool Manager.
5. Required to organize and schedule all instructional classes as assigned by the Pool Manager.
6. Responsible for supervision of all instructional classes (lesson plans, report cards).
7. Assists manager in the evaluation of the staff members.

8. Assists in developing the year-end evaluation.
 - a. building and grounds
 - b. personnel

 - c. program revisions and innovations
 - d. miscellaneous
9. Responsible for the supervision of all maintenance projects and the maintenance staff.
10. Responsible for the organization of all special event programs.
 - a. parties for children and adults
 - b. special days: Fourth of July, Labor Day...
11. Responsible to see that the staff members remain knowledgeable of first aid and life-saving skills.
12. Responsible for the training of staff, including but not limited to: in-service training, responsibilities, rules, and public relations.
13. Responsible for any duties specifically assigned by the manager.
14. Assists in the opening and closing procedures at the beginning and end of the season. Responsible for supervising and aiding staff during the general opening and closing preparations, including, but not limited to:

Opening:

1. remove chairs, diving boards, deck planters, ladders, trash containers, trophy cases, etc. from storage.
2. clean, repair and set-up deck chairs, snack bar tables and snack bar chairs.
3. check and clean up parking lot
4. prepare flower beds and planters
5. clean up picnic grove, check and repair tables and grills
6. check and have serviced lawn mowers, pool vacuums, misc. equipment, lane guides, etc.
7. check signs and pool alarms
8. submit order for chemicals/cleaning supplies, etc. to Pool Administrator
9. install public address system and outside directory
10. check, clean and repair maintenance room, 1st aid room, offices & garage
11. check, repair and repaint locker rooms and offices as needed
12. check, repair and replace doors, locks and lockers as needed
13. wash and hang curtains in women's changing booths; hang shower curtains

Closing:

1. winterize maintenance room, locker rooms, offices, snack bar, and garage

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2. remove and store public address system and outside directory
3. store deck chairs, snack bar tables, chairs, lanes, planters, trophy cases, etc.
4. winterize lawn mowers, vacuums, and other equipment
5. store 1st aid, office supplies, alarms, curtains, etc.