



Job Description

Title: Pool Manager
Department: Recreation

Status: Part-time / seasonal
Wage Range: \$19.00-\$20.00/hr

JOB SUMMARY:

Under general supervision of the Recreation Coordinator - Aquatics, the Pool Manager will assist in hiring, training, scheduling, appraising lifeguards, instructors, and facility attendants and will ensure that lifesaving certification is current and that all lifeguards are fully competent in performing water rescue procedures. The Pool Manager will address and evaluate performance of aquatic staff, explain and enforce policies, explain and enforce rules and regulations of the pools; ensure safety of all patrons and have the ability to perform all duties required of aquatic staff.

ESSENTIAL JOB FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Assist in hiring, supervision, performance evaluations and training of all aquatic staff (lifeguards, head lifeguards and facility attendants)
- Ensures that all lifeguards are current on training and certifications, competent in First Aid, CPR, and Title 22 and all water rescue techniques
- Ability to prepare, schedule, test and evaluate in-service trainings/pool audits
- Ensures that lifeguards perform in accordance with established safety regulations and policies
- Keep Coordinator well informed of pool maintenance needs including cleaning, chemical adjustments (if necessary) and repairs
- Ability to perform all lifeguard, head lifeguard, and facility attendant duties
- Perform all lifeguard responsibilities including monitoring pool activities, applying first aid, and performing water rescues as necessary
- Ensure all swimmers are supervised in the pool and surrounding areas
- Substitute for aquatic staff as needed
- Inventory and recognize when supplies or equipment need to be ordered and communicate the needs to Coordinator
- Ability to receive and address concerns and complaints from patrons regarding pool facility and lifeguards and then informs Coordinator
- Ensure aquatic programs are occurring as desired and assist with overall planning of classes and events

Pool Manager: Approved by the Board of Directors September 23, 2025.

This job description is intended to describe the general nature of the work, it is not all inclusive. All responsibilities are considered to be essential functions of the job. The District reserves the right to modify job descriptions as it deems necessary for proper business objectives



REQUIRED KNOWLEDGE AND SKILLS:

- Develops and implements lesson plans for a wide variety of ages, swim lessons and aquatic activities
- Exhibits the ability to use safety materials and rescue equipment
- Demonstrates comprehensive competency in first aid, CPR, and all water rescue techniques including lifesaving techniques and backboard rescue
- Prevents injury and hazards by enforcing facility rules, educating patrons and recognizing and responding to emergencies
- Works with individuals of all ages and swimming abilities
- Maintains cleanliness of changing rooms, restroom facilities, pool offices and pool deck;
- Prepares written reports.
- Promotes Aquatic Programs (Rentals, Rec Swim, and Lessons) as well as all District Programs
- Acts as a liaison to the public; answers questions and handles customer concerns and complaints in regards to aquatics
- Provides a high level of customer service.
- Knowledge of developmentally appropriate methods, practices, equipment and materials used for aquatics purposes
- Knowledge of pertinent District policies and procedures, employee handbook (including safety program)
- Skill in maintaining visual supervision of children and adults to ensure safety
- Skill in following and effectively communicating verbal instructions.
- Skill in operating independently and as a team member.
- Skill in establishing and maintaining effective working relations with co-workers, other District employees, and the public including conflict management
- Strong swimming abilities
- Ability to remain alert, attentive and responsible for long periods of time
- Able to work early mornings, mid-day, weekends, holidays, and/or flexible work schedule
- Performs various related essential duties as required.

EDUCATION, CERTIFICATIONS AND LICENSES:

- At least 18 years of age
- A High School Diploma/GED is required.
- At least two years paid lifeguard or aquatics setting experience
- Experience working with children and with the public is desirable
- Possession of:
 - Current Lifeguard Training certificate
 - CPR for the Professional Rescuer (or equivalent)
 - First Aid for Public Safety Personnel-Title 22 (or higher)
- Water Safety Instructor Certification (WSI) (not required but highly desirable)
- Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules

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ENVIRONMENTAL FACTORS AND CONDITIONS/PHYSICAL REQUIREMENTS: *The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.*

- Continuous sitting/standing in an outdoor environment with sun exposure
- Significant work in an outdoor environment with standing and walking required over sometime slippery ground
- Side-to-side turning of neck; downward and upward flexion of the neck; moderate twisting of upper flexion of the neck; moderate twisting of upper body
- Occasional lifting and carrying of up to 50 pounds; ability to lift a person off the bottom of the pool and out of the water (average 150lbs)
- Pinch grasp to manipulate writing utensil; frequent fine finger dexterity and light to moderate finger pressure to manipulate keyboard.
- Exposure to strong and unpleasant odors and fumes such as chlorine; noise from children; allergens such as pollen and bee stings; pool chemical fluctuations which might cause irritation to eyes and skin; and the possibility of administering first aid which may involve exposure to infections which may cause chronic disease or death.

ADDITIONAL INFORMATION: Direct Reports:

Lifeguards, instructors, facility attendants

Reports To: Recreation Supervisor

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