

# Pool Manager / Head Lifeguard

The Pool Manager is responsible for ensuring safety and welfare of all members and guests utilizing the pool facility. This is accomplished through the proper management and training of the lifeguard staff; cleanliness of the pool deck; enforcement of pool rules and policies; as well as proper pool chemical balancing and testing. In addition, the Pool Manager is responsible for the staff scheduling during regular hours, swim meets, and management of parties and events.

This position is seasonal with a full-time schedule. The pool season is defined as the Saturday of Memorial Day weekend until Labor Day. The position requires build up time pre-season; and shutdown time post season. This position reports to the oversight Board of Directors and the Facilities Manager.

## General Duties:

- Schedules all activities ensuring optimum pool safety and cleanliness
- Advertises, hires/fires, schedules, and oversees lifeguards
- Coordinates with Swim Team head coach to schedule lifeguards and staff for practices and swim meets
- Conducts training of staff in water safety, first aid and CPR; ensures that all certifications of staff are maintained
- Ensures that the highest safety standards are developed and maintained
- Performs monthly lifeguard practice scenarios and rescue techniques
- Handles the filtration system and other aquatics operating systems with the assistance of the Facilities Manager and maintenance personnel
- Monitors water quality and add/adjust chemicals as needed daily
- Performs regular safety inspections of pools and equipment to reduce hazards and maximum safety precautions
- Responsible for daily cleaning and maintenance of pool and facilities including pavilions
- Ensures availability of staff to greet and register all guests and collects and manages memberships/daily fees
- Monitors and responds to email
- Updates website and social media with pool closings/weather related issues/events
- Maintains records and reports
- Oversees money collected and deposits regularly
- Provides lifeguard service while on duty
- Supervises lifeguards, instructors, and program staff during shifts
- Enforces facility schedule and rules with positive member interaction to provide superior customer service
- Assist with facility maintenance
- Responsible for checking chemical levels under supervision of Facilities Manager
- Responsible for scheduling events and programming approved by Board of Directors
- Performs other related duties as assigned

## Education & Experience:

- Graduation from a four-year college or university (preferred/not required)
- Two (2) years directly related aquatics experience or any equivalent combination of education and experience preferred

## Special Requirements/Licensing:

- Aquatic Facility Operator Certification (preferred)
- Lifeguard Certification (required)
- First Aid & CPR Certification (required)
- Certified Pool Operator (preferred)
- Act 114 PA Criminal History Clearance (required)
- Act 151 PA Child Abuse History Certification (required)
- Act 153 Affidavit or FBI fingerprints (required)

## Necessary Knowledge, Skills and Abilities:

- Familiar with or willing to be trained in areas of swimming pool filters, vacuum system and skimmers, mechanical systems and the use of chemicals for swimming pool
- Proficient communication skills, both verbal and written
- Proficient in interacting with patrons and staff of various ages from diverse backgrounds
- Available to work shifts
- Physically fit, strong, agile, and dexterous

**Job Type:** Full-time

**Salary:** Hourly wage commensurate with experience

**Experience:**

- Aquatics: 2 years (Required)

**Work Location:**

- Soldiers and Sailors Memorial Park and Pool, Millhiem, PA

# Assistant Pool Manager

The Assistant Pool Manager is responsible for ensuring safety and welfare of all members and guests utilizing the pool facility in absence of Pool Manager. This is accomplished through the proper management and training of the lifeguard staff; cleanliness of the pool deck; enforcement of pool rules and policies; as well as proper pool chemical balancing and testing. In addition, the Assistant Pool Manager is responsible for the staff scheduling during regular hours, swim meets, and management of parties and events in the absence of the Pool Manager/Head Lifeguard.

This position is seasonal with a full-time schedule. The pool season is defined as the Saturday of Memorial Day weekend until Labor Day. The position may require build up time preseason; and shutdown time post season. This position reports to the Pool Manager/Head Lifeguard and oversight Board of Directors.

## General Duties:

- Schedules all activities ensuring optimum pool safety and cleanliness
- Schedules and oversees lifeguards
- Coordinates with Swim Team head coach to schedule lifeguards and staff for swim team events
- Assists in training of staff in water safety, first aid and CPR; ensures that all certifications of staff are maintained
- Ensures that the highest safety standards are maintained
- Assists with monthly lifeguard practice scenarios and rescue techniques
- Handles the filtration system and other aquatics operating system with the assistance of the Pool Manager/Head Lifeguard, Facilities Manager, and maintenance personnel
- Monitors water quality and add/adjust chemicals as needed daily
- Performs regular safety inspections of pools and equipment to reduce hazards and maximum safety precautions.
- Responsible for daily cleaning and maintenance of pool and facilities including pavilions
- Ensures availability of staff to greet and register all guests and collects and manages memberships/daily fees
- Monitors and responds to email
- Updates website and social media with pool closings/weather related issues/events
- Maintains records and reports.
- Assist with money collection and regular deposits
- Provides lifeguard service while on duty
- Supervises lifeguards, instructors, and program staff during shifts
- Enforces facility schedule and rules with positive member interaction to provide superior customer service
- Assists with facility maintenance
- Responsible for checking chemical levels under supervision of Facilities Manager
- Performs other related duties as assigned

## Education & Experience:

- Graduation from a four-year college or university (preferred/not required)
- Two (2) years directly related aquatics experience or any equivalent combination of education and experience preferred

## Special Requirements/Licensing:

- Aquatic Facility Operator Certification (preferred)
- Lifeguard Certification (required)
- First Aid & CPR Certification (required)
- Certified Pool Operator (preferred)
- Act 114 PA Criminal History Clearance (required)
- Act 151 PA Child Abuse History Certification (required)
- Act 153 Affidavit or FBI fingerprints (required)

## Necessary Knowledge, Skills and Abilities:

- Working knowledge or willingness to learn about swimming pool filters, vacuum system and skimmers, mechanical systems and the use of chemicals for swimming pool
- Proficient communication skills, both verbal and written
- Proficient in interacting with patrons and staff of various ages from diverse backgrounds
- Available to work shifts
- Physically fit, strong, agile, and dexterous

**Job Type:** Full-time

**Salary:** Hourly wage commensurate with experience

**Experience:**

- Aquatics: 2 years (Preferred)

**Work Location:**

- Soldiers and Sailors Memorial Park and Pool, Millhiem, PA

# Pool Lifeguard

Seeking personable and professional lifeguards for the summer season, with availability from Memorial Day weekend to Labor Day weekend. Maintain safety at the pool, provide first aid, enforce the pool rules, and help keep the facilities clean and orderly. Must be lifeguard certified. There are opportunities to help with swim lessons, swim team, and children's activities in addition to lifeguard duties. Great job for teenagers, college students, teachers and more. This position reports to the Pool Manager/Head Lifeguard

## General Duties:

- Ensures safety and welfare and maintains order with all swimmers and pool patrons
- Explains and enforces posted rules, regulations and policies to ensure safety of patrons
- Warns swimmers regarding unsafe situations (weather-related or behavioral)
- Participates in monthly lifeguard practice scenarios and rescue techniques
- Assists Pool Manager/Head Lifeguard and/or Assistant Pool Manager with filtration system and other aquatics operating systems
- Tests water for proper chemical balance of facility pools
- Cleans pool(s) using the vacuum system
- Maintains cleanliness and orderliness of all areas of pool and facilities including bath houses
- When not on lifeguard duty in chair, monitors membership and access to the pool facility
- Performs other related duties as required

## Education & Experience:

- Previous lifeguard experience a plus (preferred/not required)

## Special Requirements/Licensing:

- Must be at least 15 years of age
- Must be a strong swimmer
- Red Cross Lifeguard Certification (required)
- Basic First Aid & CPR Certification (required)
- Act 114 PA Criminal History Clearance (required)
- Act 151 PA Child Abuse History Certification (required)
- Act 153 Affidavit or FBI fingerprints (required)

## Necessary Knowledge, Skills and Abilities:

- Physically fit, strong, agile and dexterous; physical requirements include standing, bending, sitting, walking, and communicating
- Ability to roll, unroll and pull lane lines
- Ability to tolerate the elements of summer (heat, sunlight, rain, etc.)
- Flexible schedule: able to work weekdays, weekends, evenings, and holidays
- Proficient communication skills, both verbal and written
- Proficient in interacting with people of various ages from diverse backgrounds to include all patrons and staff
- Available to work shifts
- Able to assist with swimming lessons (optional)
- Performs other related duties as assigned

**Job Type:** Part-time/Seasonal

**Salary:** \$8-\$10/hr; scale commensurate to years of service and experience. After 40 hours (including, but not limited to, at least 16 afternoon hours during Grange Fair), reimbursement will be provided for lifeguard certification class fees.

## Experience:

- Lifeguarding: 1 year (preferred/not required)

## Work Location:

- Soldier and Sailors Memorial Park and Pool, Millhiem, PA

# Facilities Manager

Trouble shooting all aspects of Soldiers and Sailors Memorial Park and Pool property to include maintenance and repairs of pool(s), all pool equipment, heaters, plumbing and electrical, buildings, pavilions, and grounds. Cleaning pools, chemical purchase and maintenance, water chemistry maintenance (certification required). Understanding of all types of swimming pool systems, and pool start-ups a plus. Salary based on experience.

This position is seasonal with a full-time schedule. The pool season is defined as the Saturday of Memorial Day weekend until Labor Day. The position requires build up time pre-season; and shutdown time post season. This position reports to the oversight Board of Directors.

## General Duties:

- Maintains, repairs, and upgrades pool(s); fiberglass patching experience (required)
- Maintains, repairs, and upgrades filtration system and other aquatics operating systems
- Maintains, repairs, and upgrades plumbing and electrical systems through facility
- Maintains, repairs, and upgrades all buildings and pavilions on premises
- Maintains grounds to include mowing, tree and shrub trimming and removal as needed
- Tests water for proper chemical balance of pool(s) and adjusts levels as necessary
- Cleans pool(s) using the vacuum system
- Maintains, oversees, and manages scheduling of pavilions
- Performs other related duties as required

## Education & Experience:

- Previous maintenance of public pool systems preferred

## Special Requirements/Licensing:

- Red Cross Lifeguard Certification (preferred)
- Basic First Aid & CPR Certification (preferred)
- Pesticide Applicator Certification/License (required)
- Act 114 PA Criminal History Clearance (required)
- Act 151 PA Child Abuse History Certification (required)
- Act 153 Affidavit or FBI fingerprints (required)

## Necessary Knowledge, Skills and Abilities:

- Physically fit, strong, agile and dexterous; physical requirements include standing, bending, sitting, walking, and communicating
- Ability to roll, unroll and pull lane lines
- Ability to tolerate the elements of summer (heat, sunlight, rain, etc.)
- Flexible schedule: able to work weekdays, weekends, evenings, and holidays as needed
- Proficient communication skills, both verbal and written
- Proficient in interacting with people of various ages from diverse backgrounds to include all patrons and staff
- Available to be on call as needed.

**Job Type:** Part-time/Seasonal: April-October

**Salary:** Commensurate with experience

## Experience:

- Experience running a public pool and/or aquatic facility a plus

## Work Location:

- Soldier and Sailors Memorial Park and Pool, Millhiem, PA