

Pool Manager position - Belvidere Community Pool – 2024 Season

POOL MANAGER 2024 SEASON (May 1 - September 10) REQUIREMENTS

1. Lifeguard Certificate required (Reimbursed)
2. Be available May through Labor Day
3. Expected work week will be 40 hours from June 16th through August 31st.
4. Must be on site weekends and holidays (Memorial Day, July 4th, Labor Day)
5. Be available on call for opening and closing of the pool (12 pm to 8 pm)
6. Be available on call during pool hours of operation
7. Work with the Pool Committee
8. Operate and train the “Point-of-Sale” (POS) system
9. Attend meetings of the Pool Committee and give a report, monthly throughout the year
10. Strong Interpersonal and communication skills

PERSONNEL

1. Hiring and Training Pool Staff
 - a. Assistant Manager(s)
 - b. Lifeguards
 - c. Front Desk staff
2. Training
 - a. Provide orientation to new staff members
 - b. Provide ongoing training to all staff to ensure safe and optimal pool operation
3. Schedules
 - a. Maintain work schedules for all staff (assistant managers, front desk, lifeguards)
 - b. Ensure pool has appropriate number of lifeguards on duty to ensure safe operation
 - c. Ensure front desk is properly staffed
4. Ensure the safety of all staff
5. Managing

POOL and Snack Shack OPERATION

1. Responsible for the budget and payroll
 - a. Ensure time cards are submitted on time
 - b. Ensure staffing levels are kept within budget
 - c. Make bank deposits daily
 - d. Keep track of all receipts
2. Overseeing the daily Routine of the pool and snack shack
 - a. Cleaning of Pool and snack shack
 - b. Making sure grounds and snack shack are kept neat
 - c. Garbage is collected and cans emptied through the day as needed
 - d. Making sure snack shack, restrooms and general building areas are clean.
 - e. Ordering and managing supplies
3. Work with the CPO
 - a. Maintain water levels
4. Work with town/DPW on building and grounds maintenance items.

- a. Daily water test
- b. Log water test
- c. Daily and weekly chemical logs
- d. Coordinate with Health Department and water testing service.

5. Pool Safety

- a. Warn Patrons and Staff of weather conditions affecting pool. Make decision to close pool due to weather conditions and health conditions, and to involve town and/or committee if closure long term.
- b. With the CPO, develop, and implement an Emergency Action Plan
- c. Administer first aid (as needed)
- d. Be alert to situations at pool that could affect the safety of staff and patrons
- e. Fill out required incident reports after an incident occurs
 - i. Interview witnesses (if applicable)
 - ii. Take pictures (if applicable)

EVENTS AND SWIMMING LESSONS

- 1. Responsible for setting up swimming lessons as needed
- 2. Responsible for all Events at pool
 - a. Scheduling of the events
 - b. Providing a schedule of all events
 - c. Scheduling of staff to support events
 - d. Swim Team, Barracudas
 - i. Provide assistance to the swim team as needed
 - ii. Be available when the Barracudas hold events

MARKETING

- 1. Assisting Pool Committee with marketing on social media
- 2. Membership
 - a. Responsible for upload of membership into POS