

## **ASST. POOL MANAGER- SOUTH ORANGE COMMUNITY POOL**

### **QUALIFICATIONS**

The ideal candidate will possess the following experience and qualifications. Similar or comparable experience and knowledge may be substituted.

- Minimum 21 years of age.
- Supervisory and administrative experience.
- Knowledge of swimming pool operation, including sanitation, maintenance and safety.
- At least two years responsible experience in connection with recreational swimming and water sports.
- Ability to establish and maintain effective working relationships with associates and subordinates.
- Lifeguarding preferred.
- CPR/AED certified.
- First Aid.
- Candidates must be available for some preseason hours each week beginning June 1<sup>st</sup> to assist the Pool Manager and Department of Recreation with preseason preparations. In season, the Assistant Pool Manager is expected to work 40 hours per week through Labor Day.

### **RESPONSIBILITIES**

- Reports directly to the Pool Manager;
- Manage the operations and functions of the pool when on duty without the manager;
- Active supervision of all staff, while they are on duty;
- Scheduling of staff, as assigned by the Pool Manager;
- Assist Pool Manager with staff training and evaluations;
- Maintain, analyze and submit pertinent records in respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), water back-washing, accidents, rescues and assists, and first aid;
- Maintain and submit all necessary records and reports in cooperation with Pool Manager;
- Maintain inventory of supplies and submit requests for supplies and equipment, as needed;
- Assist Pool Manager with supervision and scheduling of aquatics and other pool programs sponsored by the Recreation Department;
- Handle and report all grievances and/or discipline cases involving patrons and/or staff at the pool;
- Work cooperatively with staff and public, enforce all pool rules and regulations;
- Work with social and community groups, as necessary;
- Performs related duties as required by the Pool Manager and Director/Assistant Director of the Department of Recreation.

**Interested candidates should submit cover letter and resume to [recreation@southorange.org](mailto:recreation@southorange.org).**