

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.
- Minimum three summers of aquatics experience, with at least one summer of experience assisting in managing or managing a pool facility. Other combinations of experience and education that meet the minimum requirements may be substituted.
- Possession of a current Water Safety Instructors Certificate (or will obtain).
- Current recognized CPO (or will obtain).
- CPR/AED certified.
- First Aid
- Valid New Jersey driver's license and acceptable driving record.
- Candidates must be available for some preseason hours each week beginning April 1st to interview and hire summer staff as well as assist the Department of Recreation with preseason preparations. In season, the Pool Manager is expected to work 40 hours per week through Labor Day.

RESPONSIBILITIES

- Interview and hire summer pool staff;
- Supervise the part-time pool operations staff, including lifeguards, gate guards and assistant managers, from pre-season training and preparations through closing for the season;
- Schedule, record and submit staff hours for payroll purposes;
- 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;
- Maintain inventory of supplies and submit requests for supplies and equipment, as needed;
- Supervise and schedule aquatics programs sponsored by the Recreation Department;
- Direct and supervise both the staff and the volunteers in the conduct of instructional swimming programs, and competitive and special events;
- Work cooperatively with staff and public, enforce all pool rules and regulations;
- Handle and report all grievances and/or discipline cases involving patrons and/or staff at the pool;
- Work with Recreation Department personnel to assume the maintenance and operation of the lighting, filtration, sanitation, and overall safety of the facility;
- Liaison to the food concessionaire;
- Attend staff meetings and work with social and community groups, as necessary;
- Work with the Recreation Department to provide quality customer service on an ongoing basis;
- Mid-season and post-season staff evaluations;
- Performs related duties as required by the Director/Assistant Director of the Department of Recreation.

Interested candidates should submit cover letter and resume to recreation@southorange.org.