

2018 LFCASP Pool Manager Job Description

- Pool Manager (Seasonal)
 - Current Red Cross Lifeguard, First Aid, AED and CPR certifications required.
 - Strong and confident decision maker.
 - Effective leadership skills required.
 - Previous management experience preferred.
 - Business minded and fiscally responsible individual.
 - Duties:
 - Public relations.
 - Scheduling: employee schedules and pool events (swimming lessons, parties, splash hops, etc).
 - Employee supervision including: praise of employees for job well done; evaluations and disciplinary actions- keep dated log of all incidents; time card reconciliation- check and initial all employee time cards.
 - Daily facility maintenance- contact Borough (Rob Bower) when needed.
 - Liaison between Commission members and employees; meets every 2 weeks.
 - Board directed chemical testing and water balance. Assists with chemical application.
 - Participates in swimming lessons.
 - Opening and Closing or delegation of duties.
 - Supply ordering.
 - Weekends required. No holidays.
 - Uses Walkie Talkie to cohesively communicate with front. (Cell phones are to be kept in guard house.)
 - Nightly Deposit (as needed).