



**Job Description: Pool Manager**

**Pay Range:** \$14.00 – \$15.00/hr DOE

**Seasonal Full-Time (36-40 hours/week)**

**Position Dates:** April 15 2019 – Sept 2 2019

+ Lifeguard Instructor Class in March possible

The Pool Manager will directly oversee Lifeguards, Lead Lifeguards, Swim Instructors, and Check-In staff to ensure the daily operations of the pool facilities run smoothly and efficiently. The Pool Manager is the front-line aquatics leadership who ensures we provide safe, clean, family friendly aquatic facilities for Ken-Caryl Ranch residents, their guests, and visitors to swim, play, and have fun.

This position directly oversees staff and daily functioning at one of our three seasonal pools. Supervision and guidance for this position is provided by the Aquatics Coordinator. Daily hours range from 5:30am to 10:00pm, with some hours slightly earlier or later for special events or swim meets.

**Responsibilities/Essential Duties:**

- Provides direct supervision of Lifeguards, Swim Instructors, Pool Check-in staff, and Lead Lifeguards at their facility.
- Assists Aquatics Coordinator with Lifeguard Licensure Training and Ongoing in-service training.
- Creates weekly schedules for staff with the appropriate amount of staff for daily supervision.
- Demonstrates lifeguarding skills, knowledge, and execution to exceed industry standards.
- Reacts calmly and immediately to emergency situations and administers proper care. Leads staff in emergency situations.
- Maintain lifeguard license through Ellis and Associates. May be asked to maintain lifeguard instructor license.
- Act as a leader and mentor to staff during day to day operations and lead staff training during in-service.
- Provides emergency care and treatment until EMS arrives.
- Enforce pool rules and policies at all times.
- Supervise Lifeguard 10/20 scanning, vigilance, and standards for test readiness. The Pool Manager is required to correct any issues immediately to ensure visitor and staff safety above all other duties.
- Ensures shifts are adequately staffed and the proper number of Lifeguards are covering pool surveillance.
- Acts as a role model for aquatics staff and presents a professional attitude and appearance at all times.
- Wears proper uniform at all times to be easily identified as a Pool Manager for Ken-Caryl Ranch.
- Utilizes appropriate communication devices such as whistles, hand signals, written and spoken words.
- Completes daily and required documents in a legible and professional manner.
- Leads and assists with maintenance of pool to provide a clean and safe facility.
- Document, suggest, and assist with disciplinary write ups for aquatic staff.

- Perform and supervise pool maintenance duties including back-washing, regular cleaning of baskets and filters, vacuuming and skimming the pool, cleaning deck and grass areas, empty trash receptacles, and caring for the overall cleanliness of the facility.
- Ensures daily chemical, safety, and equipment logs are recorded and maintained.
- Tests water chemicals and makes appropriate necessary adjustments to chemicals or chemical feeders to comply with health standards. Manager should seek advice from qualified personnel when completing chemical adjustments to ensure quality operation of the facility.
- Attend/facilitate regular mandatory staff meetings and in-service trainings monthly.
- Works well with lifeguards, lead lifeguards, check-in staff, instructors, and supervisors.
- Ability to work varied shifts, including mornings, evenings, and weekends.
- Assists with department special events.
- Makes recommendations to Aquatics Coordinator for changes and improvements in operations, training, staffing, policies and procedures, and other areas. Helps implement any changes.
- Maintains inventory of chemical, emergency supplies, and daily supplies.
- Performs other duties as assigned.

**Qualifications:**

- Must be at least 19 years of age.
- Must be available to work 36-40 hours a week for the duration of the season (May 25-Sept 2).
- Must be available to work 20-30 hours the week of May 20 to prep assigned facility for open.
- Previous aquatics experience with a minimum of 2 years as a Lifeguard. 3 years preferred.
- Previous aquatics leadership experience, with a minimum of 1 year as a Lead Lifeguard or equivalent.
- Basic knowledge of pump room operations and preventative maintenance.
- Ellis and Associates Lifeguard License or equivalent.
- Ability to react competently, calmly and effectively and guide staff in emergency situations.
- Ability to maintain knowledge of CPR, Rescue Breathing, First Aid and all other emergency care and treatment at test ready levels and ensure that staff does the same through unannounced drills, ongoing trainings, and direct coaching.
- Ability to work as a leader in daily operations and emergency situations.
- Works well with other staff members of KCRMD and the public they serve.

**Preferred Qualifications:**

- Ellis & Associates Lifeguard Instructor License
- Previous swim instruction experience.
- 2 years aquatics leadership experience with an Ellis & Associates client.

Join our fun, dedicated aquatics team! Applications will be accepted until positions are filled. Please e-mail an application and cover letter to [sarah@kcranch.org](mailto:sarah@kcranch.org). This is an “at-will” position, meaning that either the District or the individual may terminate the employment relationship at any time and for no reason. The District has the right not to hire any of the applicants for the position, or to modify or terminate the hiring process at any time, in its sole discretion.