Job Description: Pool Manager

Pay Range: $15.00 – $15.50/hr. DOE
Seasonal: (36-40 hours/week)
Position Dates: April 28th, 2020 – Sept 7th, 2020

The Pool Manager will directly oversee Lifeguards and Lead Lifeguards, 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 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, administers proper care, and leads staff in emergency situations.
- Maintains lifeguard license through Ellis and Associates (May be asked to maintain lifeguard instructor license)
- Acts 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
- Enforces 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
- Documents, suggests, and assists with disciplinary write ups for aquatic staff
• Performs and supervises pool maintenance duties including regular cleaning of baskets and filters, vacuuming and skimming the pool, cleaning deck and grass areas, emptying trash receptacles, and caring for the overall cleanliness of the facility
• Ensures daily chemicals are tested when appropriate and, safety, equipment, and chemical logs are recorded and maintained
• Attend/facilitate regular mandatory staff meetings and in-service trainings monthly
• Works well with lifeguards, lead lifeguards, guest service staff, 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.
  o 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
• Ellis and Associates Lifeguard License or ability to attain
• Must be available to work 36-40 hours a week for the duration of the season (May 23-Sept 7)
• Must be available to work 20-30 hours the week of May 18 to prepare assigned facility for opening
• Previous aquatics experience with a minimum of 2 years as a Lifeguard
• Previous aquatics leadership experience, with a minimum of 1 year as a Lead Lifeguard 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
• Basic knowledge of pump room operations and preventative maintenance

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 a cover letter and application (https://ken-caryl-ranch.org/wp-content/uploads/2011/10/ken-caryl-ranch-employment-application.pdf) to brenna@kcranch.org. Applications accepted until the position is filled. 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.
Additional Information
This Job Description outlines the basic requirements, duties and general responsibilities of the position of Aquatics and Community Coordinator. This position is “at-will,” which means the Ken-Caryl Ranch Metropolitan District ("District") may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason. The headings in this Job Description are for reference only and shall not affect its interpretation.

Working Environment/Physical Requirements:
This position requires work in a variety of locations and conditions, including the outdoors, classrooms, gymnasiums, offices, and various venues around the Denver metro area. Some of the work is outside and requires physical labor. Accordingly, the Substitute Preschool Teacher must be able to work in the following environment and meet the following physical requirements.

Working Environment
- A portion of this position will involve sedentary, administrative work in an office environment.
- Moderate physical activity will be required frequently.
- Work will be required in all weather conditions.
- Work may be required under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, and proximity to moving mechanical equipment, water, electrical currents, and high places.
- Work may result in exposure to smoke, gases, chemicals, fumes, odors, mists and dusts, which can affect the respiratory system or skin.
- Work may result in exposure to individuals or blood carrying infectious diseases or illnesses, such as Hepatitis A, B or C, HIV, tuberculosis, smallpox, etc.
- Work will involve periods of high physical, mental, and/or emotional stress.

Physical Requirements
- Have ability to lift, move and carry objects more than thirty (30) pounds frequently and in excess of sixty (60) pounds occasionally.
- Have ability to stand, run, walk, sit, kneel, stoop/bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body, and perform repetitive motion.
- Have ability to talk, see in color, hear, smell, feel (identify objects by touch), and perceive depth.