



Are you looking for a summer job that includes being outside and serving the community? Apply now to join our fun, dedicated, passionate Aquatics Team!

Pool Manager

Ken-Caryl Ranch is a planned residential community located just 18 miles southwest of downtown Denver. It is an attractive and inviting place to live, work, and play as it is nestled against the picturesque foothills of the Rocky Mountains with red rock formations, amazing views, and open space. Ken-Caryl Ranch residents have a strong sense of community and a robust appreciation for quality of life.

Ken-Caryl Ranch Metropolitan District offers a wide range of park recreation activities and facilities, a fitness center, three tennis facilities, three outdoor aquatic facilities, 120 acres of greenbelts, and 19 miles of trails. The District also provides a broad range of recreation programs and special events for children and adults of all ages including before and after school programs, nature programs, summer camps, wellness programs, preschool, and tennis.

Successful candidates must attend mandatory Ellis & Associates lifeguard certification training on the following dates and times. It is required to attend the entire training to be certified and eligible for employment.

New Lifeguard Training

- Option 1: Friday, 4/23 from 4-8pm, Saturday and Sunday, 4/24 and 4/25 from 8am-6pm
- Option 2: Friday, 4/30 from 4-8pm, Saturday and Sunday, 4/30 and 5/1 from 8am-6pm

Renewal Lifeguard Training (only for those certified by Ellis & Associates within the last year)

- Option 1: Saturday, 5/8 from 8am-5pm
- Option 2: Saturday, 5/15 from 8am-5pm

Aquatic Team members will provide exceptional customer service to residents and participants and understand their important role within a public parks and recreation agency. Employees promote a positive image of the District and Ken-Caryl Ranch at all times through their dedication to service, commitment to efficiency, and their perseverance to ongoing improvement.

About the Job

Pay Range: \$14.34 - \$19.38
Status: Non-Exempt
Classification: Seasonal

Under the direction of the Aquatics and Community Coordinator, the Pool Manager will directly oversee 7-14 Lifeguards and Lead Lifeguards to ensure the daily operations of the pool facilities run safely and efficiently. The Pool Manager is front-line aquatics leadership to provide safe, clean, family-friendly aquatic facilities. This position directly oversees staff and daily functioning at one of our three seasonal pools. Daily hours range from 5:30am to 10:00pm, with some hours slightly earlier or later for special events or swim meets.

Ideal Candidate

1. Possess skills in leadership and problem-solving
2. 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.

3. Effective and clear written and oral communicator with a variety of audiences including staff, the community, and supervisors.
4. Ability to work a schedule that will include evenings, early mornings and weekends as conditions or programming schedules might dictate; Must have the ability to be flexible and be able to adapt to changing daily schedules based on timelines and facility needs.
5. Working in a variety of locations and sometimes in challenging weather conditions.
6. Develop and maintain relationships with District employees, volunteers, the community, public agencies, and the private sector.
7. Basic knowledge of pump room operations and preventative maintenance.

Essential Functions

The following duties are an overview of the primary duties and responsibilities of the Pool Manager and should not be considered an all-inclusive list.

- A. Provides direct supervision of Lifeguards and Lead Lifeguards at their facility; creates weekly schedules for staff and ensures shifts are adequately staffed and the proper number of Lifeguards are covering pool surveillance; acts as a leader and mentor to staff during day to day operations and lead staff training during in-service; supervise Lifeguard 10/20 scanning, vigilance, and standards for test readiness; correct any issues immediately to ensure visitor and staff safety above all other duties.
- B. Assists Aquatics Coordinator with lifeguard licensure training and ongoing in-service training;
- C. Demonstrates lifeguarding skills, knowledge, and execution to exceed industry standards; leads all assigned staff; documents and assists with coaching and disciplinary action; attend/facilitate regular mandatory staff meetings and in-service trainings monthly.
- D. Provides supervision/surveillance of all patrons in the pool area at all times; Interacts with customers regarding emergency, safety, violations, other customer service issues.
- E. Reacts calmly and immediately to emergency situations, administers proper care, and leads staff in emergency situations; provides emergency care and treatment until EMS arrives.
- F. Enforce pool rules and policies at all times; utilizes appropriate communication devices such as whistles, hand signals, written and spoken words; completes daily and required documents in a legible and professional manner.
- G. Completes all assigned maintenance of pool to provide a clean and safe facility; 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.
- H. Oversees and occasionally teaches assigned swim lessons to participants of all ages and abilities. *Ranch House and Community Center only

Qualifications

1. Must be at least 18 years of age.
2. A minimum of two years' experience in aquatics management including swim instruction and facility maintenance, two years' experience as a lifeguard, and one year of experience as a Lead Guard, *or* any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for excellent job performance.
3. Ability to read, write, speak, and understand the English language at a level adequate to perform the job.

Special Requirements:

1. Completion of Ellis and Associates International Lifeguard Training Program to receive an Ellis and Associates Lifeguard license.
2. 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.

Work and Physical Requirements:

Working Environment

1. Moderate physical activity will be required frequently.
2. Work will be required outdoors in all weather conditions.
3. Work may be required under hazardous and adverse conditions, including, but not limited to, slippery and uneven surfaces and proximity to moving mechanical equipment.
4. Use of sensory activities, such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision will be required frequently.
5. Work will involve periods of high physical, mental and/or emotional stress.

Physical Requirements

1. Have ability to lift, move and carry objects in excess of fifty (50) pounds frequently.
2. Have ability to stand, walk, sit, kneel, stoop, bend, lift, squat, push, pull, crawl, jump, slide, climb, pinch, grip, reach overhead, reach away from body, and perform repetitive motions.



Ranch House

7676 S. Continental Divide Rd.
Littleton, CO 80127
(303)979-1876

Community Center

1 Club Dr.
Littleton, CO 80127
(303)979-2233

Dakota Lodge

14422 W. Ken-Caryl Avenue
Littleton, CO 80127
(303)979-1876