

CITY OF GARNETT POOL MANAGER JOB DESCRIPTION

Employment Type: Seasonal Salaried

General Statement of Duties: Under the guidance of the City of Garnett Parks Director the Pool Manager is responsible for planning, organizing, delivery, administration and quality of programs to pool members, program participants and the City of Garnett. Responsibilities include staff and volunteer training and development in order to provide a comprehensive aquatics program for all ages.

Supervision Exercised: Seasonally hire and supervise all part-time employees and volunteers. This includes Assistant Pool Manager, Swim Lesson Director, lifeguards, concession stand workers and any volunteers.

Typical Physical Demands: Physical and mental ability to respond to emergencies and administer CPR and First Aid effectively; Physical mobility to properly use aquatic equipment; physical ability to see, hear, and communicate clearly; Visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency.

Typical Working Conditions: Supervision of the Outdoor Pool. Must be available for pool related problems/emergencies during typical pool operating hours 8:00 am – 8:00 pm (12 hours a day, 7 days a week).

Job Segments:

- Directly supervises part-time employees and volunteers.
- Set schedules for part-time employees and volunteers.
- Responsible for supervision, operations and maintenance of outdoor pool.
- Develops, supervises and schedules all aquatic related training.
- Recruits, trains, develops and recognizes program staff and volunteers.
- Organizes and coordinates revenue-generating rentals for all in-house and outside groups to include: swim lessons, water fitness and pool rentals.
- Develops and monitors program budget to meet fiscal objectives.
- Performs lifeguard duties as required.
- Maintains accurate records, statistics and reports for control and evaluation of all programs.
- Monitors daily pool operations to adhere to all federal, state and local safety regulations.
- Purchases and maintains all program equipment and supplies.
- Assists in marketing and distribution of program information.
- Ensures the safety of all aquatic facility patrons, enforces all facility, rules and regulations.
- Establish and monitor risk management policies, procedures and best practices.
- Responds to all member and community inquiries and complaints on a timely basis.
- Maintains a cooperative working relationship with all staff, volunteers and members.
- Maintain clean and safe pool deck at all times.
- Demonstrates values of caring, honesty, respect and responsibility to all pool staff and pool members/users.
- Performs all other duties as assigned.

Personal Qualities:

- Thorough knowledge and application of life guarding surveillance and rescue techniques
- The ability to instruct, assign, supervise, and evaluate life guarding staff of their duties.
- Knowledge of the principles and practices of facilities rules, policies, and procedures.
- Leadership qualities and public relation skills.

Performance Requirements:

- Current American Red Cross Lifeguard Certification
- Current CPR/AED/FA Certification
- American Red Cross Water Safety Instructor (optional)

Education/Experience:

- One year water management experience
- Administrative skills
- Three years' experience as a lifeguard

The City of Garnett is looking to fill the position of City Pool Manager. The pool manger will hire and supervise all pool employees including assistant managers, lifeguards, concession and front counter staff. They will be in charge of making work schedules for all employees. The manager will be in charge of the day to day operations of the City Pool; cleaning, staffing, maintaining paperwork, scheduling in-service training, checking pool chemicals, and scheduling pool parties. Must be American Lifeguard Certified or have the ability to obtain one, at least 3 years' experience as a lifeguard. At least one year pool management experience. First review of applications will take place June 25th.