**Glebe Harbor – Cabin Point Swimming Pool Manager Position Description**

The Pool Manager supervises a staff of four to six lifeguards and is responsible for the safe, efficient and effective operation of pool facilities and activities. This is a salaried, working supervisory position requiring weekend and holiday work. It is expected that the Pool Manager will work at the pool an average of 25 hours per week.

Successful candidates must have excellent organizational, communication, and public relation skills. The ability to work effectively with staff, volunteers, and pool patrons is essential.

The pool manager supervises all swimming pool operations, scheduling for staff, welcoming patrons, and keeping the pool and related facilities safe, clean, and enjoyable for all users and staff.

Essential functions:

* Supervise all swimming pool staff and operations in accordance with published policies & procedures.
* Assist in the recruitment of lifeguards; train and supervise staff
* Prepare work schedules for employees & ensure adequate coverage of the pool at all times. Maintain, verify, and turn in timesheets for all staff.
* Ensure all pool facilities are safe and clean, including regular water testing, pool cleaning, cleaning of bathrooms, pool decks.
* Ensure the water circulation system is operating properly. Backwash filters and refill chlorinators as needed. Report any issues promptly.
* Concession stand: inform Office Manager when items are low, count the cash drawer, make weekly deposit as directed
* Monitor the condition of all pool equipment, facilities, and supplies. Report any issues or needs promptly.
* Handle and report first aid issues and fecal incidents
* Maintain positive public relations at the swimming pool; set a positive example for others.

Education & Experience: Prefer candidates with experience in pool management operations. Must have Lifeguard Training Certification, CPR & First Aid Certification. CPO or AFO certifications preferred.

Age: Must be eighteen years of age or older.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Problem solving is a factor in this position. The manager will encounter situations involving members and questions concerning policies and procedures and will be expected to make decisions concerning employee scheduling, supplies needed, discipline of members and employees, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Working Conditions: Light manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to lifeguards, GHCPA staff and members.