

JOB DESCRIPTION

Essex County, VA

Job Title	Recreation Pool Manager/Pool Program Leader
Department	Parks & Recreation
Category	Part-Time/Seasonal
FSLA	Non- Exempt
Pay Grade	
Report to:	Director of Parks and Recreation or Assistant Director of Parks & Recreation
Supervises:	Oversees Pool Attendants & Lifeguards

JOB SUMMARY/PURPOSE

This position performs work supervising the daily activities of Lifeguards and Pool Attendants and ensuring the safety of all pool patrons and requires working varied hours based on the Pool Schedule. The position is responsible for all scheduling and record keeping of staff, supplies and pool attendants and ensure the pool chemicals are tested for safe use by patrons. The Pool Manager is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Supervises, manages and implements the daily activities and programs at the Pool;
- Oversee and schedules the Pool Attendants and Lifeguards;
- Orders concessions and supplies;
- Performs appropriate follow-up procedures, including the proper use of equipment in the performance of first aid;
- Tests water quality in pool and maintains appropriate records;
- Assists in the proper maintenance and sanitary operation of the pool, pool area, and locker rooms which includes cleaning the deck, bathrooms, vacuuming; open and close the pool area
- Participates in the preparation of daily records and reports (money collected, attendance, cleaning schedule and chemical levels in the pool);
- Provides written reports on all accidents;
- Provides customer service to patrons, including handling customer conflict and complaints, as necessary;
- Performs work safely in accordance with departmental safety procedures and the County Safety Program and updated pool safety requirements;
- Operates equipment safely and reports any unsafe work condition or practice to supervisor;
- Recommends discipline of staff to supervisor;
- Accepts program fees and collects other payments and may bring money to bank or Treasurers office as needed:
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;

- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with pool operation regulations and maintains CPR and First Aid certification and Lifeguard certification;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule.

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Some College education and two years of experience as a Lifeguard or any equivalent combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job.

Licenses or Certificates:

- Must possess a valid Virginia driver's license and have a good driving record that meets Essex County's criteria
- CPR and First Aid certifications and American Red Cross Lifeguarding Certificate

Knowledge, Skills and Abilities:

- Some knowledge of the practices of recreation and pool programs, and supervision;
- Some knowledge of program planning and evaluation;
- Some knowledge of maintenance/use/care of facilities and equipment and chemicals in a pool;
- Ability to organize and supervise activities;
- Ability to maintain an effective employee schedule
- Ability to maintain records of participation, supplies used, and money collected;
- Ability to make minor decisions in accordance to regulations and established practices;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills;
- Ability to establish and maintain courteous and effective working relationships with employees, coworkers, program participants and parents;
- Ability to learn County and Departmental policies, procedures, rules, and regulations;
- Ability to work harmoniously with other employees and the general public in an effective and courteous manner;
- Ability to follow oral and written instructions;
- Ability to maintain confidentiality about children.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions				X
Work in high, precarious places	X			
Work with toxic or caustic chemicals			X	
Work with fumes or airborne particles		X		
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			

Equipment Used – cash register, report systems, some office equipment, cleaning equipment for locker rooms & bathrooms			X	
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Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing				X
Walking				X
Sitting		X		
Talking & Hearing				X
Using hands/fingers to handle/feel			X	
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling		X		
Reaching with hands and arms			X	
Smelling Chlorine		X		
Bending, pulling, pushing		X		
Other-Driving		X		
Other-extreme heat working near wet conditions at the pool			X	

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds -	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).