



RICHLAND COUNTY RECREATION COMMISSION

AQUATICS

POSITION SPECIFICATION

Pool Manager (Seasonal)

Beginning Salary: \$13.00 per hour

General Purpose

Pool Manager (Seasonal)

Summary: Responsible for the organization and implementation of a public swimming pool programs. Responsible for programming and supervising all phases of organized swim and water safety activities and public swim program. Responsible for maintaining among staff and patrons a high level of awareness and emergency preparedness in the pool and pool area. Must insure that the swimming pool conditions and staff qualifications meet all guidelines set by the Department of Health and Environmental Control (DHEC), the American Red Cross and the Richland County Recreation Commission for proper and safe pool operations. Must demonstrate at all times a professional realization of responsibility for the safety of others. Must insure that all Policies and Guidelines in this manual are adhered to at all times. Reports directly to the Aquatics Manager.

Requirements: Must pass a criminal background check and drug screening. Must be available for mandatory training prior to June 1st and available to work until August 18th. Must be available to work weekend, morning, and evening hours.

Qualifications: Prefer candidates with significant knowledge and experience in pool management operations. Training equivalent to high school diploma required. General management experience preferred. Must have Lifeguard Training Certification, C.P.R. & First Aid Certification.

Job Responsibilities:

- Insures that all aquatics staff are properly certified prior to working.
- Responsible for organizing and supervising total swimming pool operations.
- Coordinates the daily activities of the entire aquatic team including scheduling and delegation of responsibilities.
- Encourages enjoyment of the pool while maintaining a high level of safety awareness.

- Conducts all safety inspections of the pool and pool area, and implements problem-solving activities in a timely manner when necessary.
- Completes a daily inspection report.
- Responsible for all financial record-keeping and daily bank deposits.
- Schedules and oversees Lead Lifeguard.
- Conducts In-Service Trainings, and participates in agency required training sessions.
- Enforce all policies, regulations, and rules.
- Administer any emergency first aid required within the limits of training; provide initial emergency care needed to sustain life until qualified medical personnel take over.
- Clean and otherwise service the pool and pool decks to insure that health and safety standards are maintained at all times.
- Report definite or potential hazards and unsafe conditions to the Aquatics Manager immediately.
- Collects daily pool fees.
- Maintain facility in inspection readiness and cleanliness at all times; and keeps all staff, lifesaving, and first aid equipment in readiness to respond to emergency situations at all times.
- Perform other related duties as required.

Skills Required: The ability to follow agency policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under his/her supervision and have excellent organizational, public relation, oral and written communication skills. The employee will be trained to operate equipment properly. Knowledge of life saving techniques. Ability to supervise swimmers and provide constant surveillance of pool activities in order to ensure swimmer safety and to respond to emergency rescue when needed. Ability to perform live saving techniques, C.P.R. and first aid procedures in emergency situations. Ability to enforce all pool rules. Ability to organize and lead swimming lessons.