

POOL MANAGER

Dept: City of Eloy Parks and Recreation

Description

Assists in the planning organization, coordination and supervision of all activities at the Eloy Aquatic Center. Position entails frequent public contact with excellent public relations etiquette. This position requires a 40-hour workweek, including odd hours, nights, holidays and weekends. Position is under the guidance and supervision of the Recreation Program Supervisor and the Community Services Director, and will exercise supervision over all aquatic staff, which includes the Swim Team Coach, Water Safety Instructor and Lifeguards.

Essential Duties and Responsibilities

- Plans and organizes workloads and staff assignments
- Insures compliance with all local, county and state ordinances
- Periodic inspection of grounds and facilities
- Communicates official plans, policies, and procedures to staff and general public
- Monitors and deposits daily receipts from the Aquatics Center.
- Issues written and oral instructions on a daily basis
- Performs related duties as assigned
- Provides a verbal report of work day on the Aquatics Center to Parks and Aquatics Supervisor

Desirable Knowledge, Skills and Abilities

Knowledge of health and safety and practices that relate to public pools; some knowledge of supervisory practices and principals. Ability to perform the following duties and responsibilities with or without reasonable accommodations:

- Ability to supervise the operation of public pools, offering recreational and swimming instruction programs
- Ability to apply basic first aid and handle emergency situations promptly and effectively
- Ability to recognize unsafe and safe work practices and activities
- Ability to establish and maintain positive working relationships with Aquatics employees and the public
- Ability to maintain proper records
- Ability to use Lifeguard equipment

Minimum Requirement

- Must have the ability to supervise and provide direction to staff.
- May be required to possess a current Lifeguard Certification upon employment
- May be required to possess current First Aid and CPR Professional Rescuer cards.
- Possession of a valid Arizona driver's license.