



Job Posting for OUTDOOR POOL MANAGER

Description: The Pool Manager is directly responsible to the Aquatic and Facility Supervisor for duties pertaining to the operation of the Addison Family Aquatic Center. Responsible for managing daily pool operations and safety of the facility including, but not limited to, supervising lifeguards, record keeping and maintaining the facility and equipment.

JOB-DUTIES and RESPONSIBILITIES

1. Assure the safe and efficient operation of the pool including compliance with all state statutes and health department regulations.
2. Adhere to Addison Park District Policies as an employee and as a manager.
3. Maintain a record of pool use.
4. Secure adequate custodial and maintenance schedule to provide clean, well functioning equipment and facilities, and maintain a pool environment that is clean, pleasant and focuses on service to customers.
5. Assure adequate staffing by properly trained and certified employees.
6. Define duties and responsibilities of staff and communicate these duties to staff members through job descriptions and schedules. Emphasize customer service.
7. Develop and implement rules of conduct for staff and pool users.
8. Direct day-to-day activities of the pool and pool staff.
9. Organize and administer a series of regularly scheduled lifeguard in-services.
10. Conduct self in a positive, professional manner at all times.

Qualifications:

1. Certifications in Professional CPR, First Aid and Lifeguard Training.
2. Experience with pool operations as an assistant manager or manager.
3. Demonstrated effective written and verbal communication skills.
4. Demonstrated effective public relations skills – relate well to children, youth, and the general public.
5. Capability to respond to flexible time demands including evening and/or weekend work.
6. Demonstrated ability to perform job duties and responsibilities with minimum supervision.

Job Type: Part-Time - Seasonal

Pay Range: DOE (Depending on Experience)

Location: Family Aquatic Center - 120 E. Oak Street, Addison, IL 60101

Hours: Hours will vary.

Posting Date: 1/18/2012

Closing Date: until filled

Season: May – August 2012

Contact: Missy Meyer

Title: Aquatic and Facility Supervisor

Email: mmeyer@addisonparks.org

Address: 120 E. Oak Street

City State Zip: Addison, IL 60101