



## **JOB DESCRIPTION**

### **POOL MANAGER**

The Paint Rock Pool, an outdoor pool in the Turning Mill neighborhood of Lexington, MA, is accepting applications for the Pool Manager for the 2010 summer season. The pool opens on Memorial Day weekend (Saturday, May 29, 2010) and closes on Labor Day (Monday, September 6, 2010). This is a private pool owned and maintained by its members, and governed by a Pool Board composed of pool members. Approximately 160 families are members.

The qualified applicant will perform a variety of duties in planning, scheduling, maintaining the seasonal operation of the pool, communicating with the Pool Board and members, and above all, have enthusiasm for making the pool a safe and fun place for the community.

The Pool Manager has overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, communications and leadership duties, including:

#### Managerial/ administrative

- Manage and oversee lifeguards: Plan and organize workloads and staff assignments for lifeguards; Meet regularly with staff; Advise and coach lifeguards and evaluate them at the middle and end of the season; Monitor time sheets and prepare payroll reports
- Manage swim lessons: Establish sign-up process; Assess quality of lessons; Issue end-of-season progress reports
- Write end-of-season report for the Pool Board

#### Facility

- Prepare pool for opening and closing each season
- Oversee daily maintenance of the pool and bathhouse/ restroom facility, including making recommendations for repairs and capital improvement expenditures, and communicating with the Pool Board regarding issues and concerns, as well as progress and completion of improvements

#### Aquatic/safety

- Instill attention to safety with lifeguards as well as with pool members and guests; enforce safety at the pool among both staff and members
- Conduct swim lessons for children throughout the summer

- Administer First Aid, CPR, emergency and other safety procedures, as required

#### Communications

- Communicate regularly with Pool Board regarding safety, staff, facility/maintenance, swim lessons, and membership issues

#### Leadership/other

- Prepare the facility for fun events such as swim competitions/games, pool parties and other special events
- Create a safe and fun atmosphere for staff and members

#### DESIRED QUALIFICATIONS

- Bachelors degree in Physical Education, Recreation Administration, or equivalent years of experience
- Current Aquatic Facility Operator Certification or Certified Pool Operator in the State of Massachusetts
- Current certification in American Red Cross CPR and First Aid for the Professional Rescuer or American Heart Association Heart saver CPR
- Swim America Program Director certification (American Swim Coaches Association) or Water Safety Instructor (American Red Cross)
- Minimum of two years experience as a manager of a public or private pool or equivalent setting; or experience as an assistant manager

#### COMPETITIVE SALARY COMMENSURATE WITH EXPERIENCE

#### REFERENCES REQUIRED

\*\*\*

PLEASE FORWARD INQUIRIES TO:  
PRPsearch@gmail.com