



TOWN OF YOUNTVILLE JOB DESCRIPTION

POOL MANAGER

DEFINITION

Supervises the operation of the Veteran's Home pool for the Town of Yountville's annual aquatics program including managing staff, programs and facilities.

DISTINGUISHING CHARACTERISTICS

The incumbent in this position performs a wide variety of aquatic and other pool related activities to successfully provide the Town with a safe and rewarding summer aquatics program. This is a part time/seasonal position.

SUPERVISION RECEIVED/EXERCISED

Supervision and direction is provided by the Recreation Supervisor, Manager or Director. Supervisory responsibilities include training, leading, scheduling and monitoring the work of seasonal employees engaged in pool and pool related activities.

ESSENTIAL DUTIES

Ensures that excellent customer service is provided to all patrons and guests. Plans, develops, promotes, coordinates and supervises swimming classes. Organizes staff safety training and teaches Red Cross safety classes. Performs lifeguard duties including water safety, first aid, CPR & AED. Leads staff including training, scheduling, ensuring that all instructors and pool staff maintain proper certification, providing ongoing feedback and evaluation and completing end of season performance evaluations. Inspects pool facility and ensures safety and cleanliness; tests and corrects chemical balance of pool; resolves problems related to pool chemicals, operations and capacity; assists with various special recreation events. Responsible for assisting in fee collection, generating attendance and revenue reports.

OTHER DUTIES

Is a liaison between the Pool and the Veterans Home/and Town maintenance staff; signs and submits time cards for pool staff; coordinates staffing for special events; maintains various records related to pool use and activity; purchases uniforms and equipment for pool staff.

QUALIFICATIONS

Experience/Education/Training

Sufficient experience, education and training to establish and maintain an effective Aquatics program. A typical way of obtaining the required qualifications is to possess some combination of four years of lifeguard and swim instructor experience and at least two years of supervisory experience.

Knowledge/Skill/Ability

General knowledge of various activities necessary for a successful summer aquatics program including scheduling, employee training and management, customer service techniques, swim lesson instruction techniques, pool maintenance and water safety procedures. Skill in and knowledge of swim strokes. Ability to develop and direct an aquatics program; teach Red Cross classes; use life saving techniques; test water for

