

Piedmont Recreation Association

JOB DESCRIPTION: POOL MANAGER

General Role: With guidance from the Piedmont Recreation Association (PRA) Board of Directors, supervise staff and oversees the safety of patrons within the PRA facilities.

Primary Duties and Responsibilities:

The following duties are only a representative summary of the primary duties and responsibilities.

- Supervise Assistant Manager and lifeguards in execution of all duties
- Participate in the coordination and provision of any in-service training and staff meetings
- Participate in staff evaluations and report staff discipline problems as needed
- Develop the staff schedule
- Maintain and update regularly a calendar of scheduled events/parties and ensure adequate staffing requirements
- Develop and ensure the completion of daily check sheets
- Monitor patron activities to ensure appropriate conduct and safety
- Maintain the cleanliness of the facility by overseeing the general custodial cleaning of the entire aquatic facility, including vacuuming pool, hosing of decks, cleaning of filters, restrooms, and grounds on a scheduled basis
- Maintain water quality by determining chlorine content, ph value, and also color of pool water at periodic intervals during day using testing kit and recording results indicating time and date
- Maintain complete and accurate records of pool operations including time sheets, daily reports, accidents, incidents, attendance, finances, and required records for Health Department.
- Enforce all facility policies, rules and regulations
- Recognize and respond to emergencies
- Support the relationship between the PRA members by demonstrating courteous and cooperative behavior when interacting with members, and visitors enthusiastically
- Oversee aquatic facility programming and scheduling
- Perform related duties as required or assigned

Required Ability to:

- Develop and maintain effective working relationships with PRA members, PRA Board of Directors, various external organizations and individuals and the general public.
- Provide a high level of customer service.
- Tactfully handle disciplinary situations with staff and patrons.
- Make practical applications of proper lifesaving techniques and universal health and safety precautions.
- Coach, supervise and train employees
- Communicate effectively, both orally and in writing with the Board of Directors and General Membership where appropriate
- Maintain sensitivity to professional ethics, gender, cultural diversity and disabilities
- Assess and prioritize multiple tasks, projects and demands
- Work evenings, weekends and holidays

Physical Demands / Work Environment:

- Work is performed primarily in an outdoor environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds.
- Required to stand and sit for long periods. Required to swim and tread water for long periods.
- May be subject to extreme hot and cold temperatures for more than one hour.
- Vision requirements include close and far ability to ensure proper surveillance.
- Effective hearing capacity to ensure proper surveillance.