

## **Red Bud Swimming Pool Pool Manager Job Description**

The City of Red Bud is seeking a Pool Manager for the Red Bud City Swimming Pool. The pool operates during the summer, following the Red Bud CUSD #132 school calendar.

Ideal candidates should be available to work part-time in the spring to assist with pool preparations for the season. Summer hours will align with the pool's daily operations. Beyond the summer season, the Pool Manager will also oversee pre-season and post-season tasks to ensure smooth operation of the facility.

### **Manager:**

The manager's primary responsibility is to assure high health and safety standards for patrons of the city pool, including but not limited to managing pool water chemistry, scheduling and supervising staff, and overseeing daily operations for the city pool. The Pool Manager reports directly to City Superintendent and may be required to submit reports to City Council when applicable.

This is a part-time, seasonal position eligible for the following benefits: Paid Leave for All Workers Act

### **Job Requirements:**

- must have a high school diploma or equivalent.
- must be or be willing to become a Certified Pool Operator
- must be certified or be willing to complete lifeguard certification
- must be certified or be willing to complete CPR certification
- must be certified or be willing to complete AED certification
- requires on call availability due to water management and weather-related conditions

\*Certification training costs provided by the city upon hire

### **Job Responsibilities:**

- Pre-season recruitment, hiring and training management of lifeguard staff
- Supervision of assistant manager and lifeguards
- Maintain a clean and orderly facility of the pool, bathhouse and snack stand; communicate maintenance needs to City
- Pool supply management: maintain supply inventory for pool, bathhouse and snack stand for pre-season, daily operations and post-season inventory
- Water management to include testing, backwashing and managing water chemistry
- Financial management and recordkeeping of daily income and attendance
- Communicate and report on pool operations to City Council and/or City Leadership Team
- Complete necessary reports as required by Illinois Department of Public Health
- Utilize social media and other marketing tools to promote revenue and communicate pool hours of operation, closures, special events, etc.

## **Red Bud Swimming Pool Pool Manager Job Tasks**

The manager's primary responsibility is to assure high health and safety standards for patrons.

### **Pre-Season Job Tasks:**

- Design pool policies as directed by City Council
- Renew/obtain Certified Pool Operator status
- Recruit and hire lifeguards/assistant pool manager
- Ensure all lifeguards complete certification requirements prior to opening day
- Define and communicate duties and responsibilities to pool personnel
- Promote pool revenue: advertise opening day, pool prices, lessons, parties, aerobics, etc.
- Prepare and manage work schedules for the personnel
- Determine and enforce registration and pass management procedures
- Develop and execute marketing strategies to increase pool revenue.
- Manage cleaning and stocking swimming pool facilities for the new season
- Distribute keys, uniforms and safety equipment to staff
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### **In-Season Job Tasks:**

- Furnish, store and inject necessary chemicals as needed to maintain safe water standards
- Maintain adequate supplies for pool operation
- Provide and maintain good housekeeping and safety standards
- Provide daily checklist to bathhouse employees and lifeguards
- Supervise all pool activities and personnel
- Provide in-season training for lifeguards
- Review and approve personnel timesheets in a timely manner
- Maintain an operational report to be sent to IDPH as required
- Collect water samples as required by IDPH
- Maintain the chlorine and PH levels in the pool water at proper levels
- Maintain monthly inventory and sales reports of snack stand
- Maintain records of daily income and attendance.
- Ensure that Assistant Manager is on-site at all times when the manager is not present
- Communicate pool closures due to weather, events, etc.
- Coordinate pool availability to Swim Team
- Schedule lifeguards for swim meets
- Other duties as assigned

### **Post-Season Job Tasks:**

- Prepare a final report for the season for submittal to City Council
- Manage final cleaning of the pool and bathhouse
- Complete final inventory and remove leftover stock to storage/distribute as directed by supervisor