

## Pool Manager

### Canonsburg Town Park Pool

Applications for Pool Director and Lifeguards are being accepted at the Canonsburg Borough Building.

Deadline to apply is December 31, 2023.

## **JOB DUTIES**

Responsible for planning, coordinating, and supervising all pool operations and activities. Pool Manger will be responsible for completely running the pool.

Hiring, training, and supervising assistant pool manager and all lifeguards, pending approval by Borough Manager.

Responsible for making sure that all pool staff obtain proper certification and clearances for the position.

Develop policies, procedures and duties for all pool staff including extra duties for lifeguards on days when pool has low attendance.

Responsible to make sure all guards are wearing proper life guarding attire, including one piece bathing suits for female guards and knee length guard trunks for male guards.

Conduct safety training and drills with pool staff throughout the season.

Oversee the daily maintenance and cleaning of the pool, restrooms, pool house, pool deck and grassy areas to maintain a clean and welcoming environment for all patrons.

Obtain all necessary chemical certifications within 90 days of employment and maintain proper pool chemistry by conducting daily water readings throughout the season to provide safe water conditions.

Oversee daily admissions including collecting and depositing all monies from daily admissions and pass purchases.

Providing reports throughout the season which show daily cash intake and past sales.

Maintain all necessary records in a binder for the season.

Oversee and coordinate all special programming throughout the season including swim lesson program, night swimming, nightly parties and special days and community events.

Responsible for coordinating opening procedures in May for the season and proper clean up and closing procedures at the end of the season, after Labor Day.

Attend monthly park board meetings from May through September and during the off season as needed.

