

Rockbrook Manager

PAY: \$18-\$25/hr based on experience

DESCRIPTION:

Come manage an amazing pool community. As the Pool Manager, you will be responsible for overseeing the daily operations of the pool facility, ensuring a safe, enjoyable and clean environment for patrons. Your role involves managing a team of lifeguards and assistant managers, implementing safety protocols, maintaining the pool chemicals and running the pump room, communicating with the Rockbrook Pool Board, and addressing any issues that may arise during the summer season. Manager is in charge of the coordination of pool personnel and various programs at the pool. Supervise the Assistant Managers and Lifeguards to ensure patrons and staff are conducting themselves appropriately. Uphold the cleanliness and order within Rockbrook Pool to ensure a safe and enjoyable pool environment for everyone.

POSITION TITLE: Rockbrook Pool Manager

REPORTS TO: Rockbrook Pool Board

SUPERVISES: Assistant Managers and Lifeguards

PURPOSE OF POSITION: Responsible for scheduling and the supervision of the staff and pool that may include supervision of specific programs, the facility, specific processes, assistant managers and lifeguards. Maintain supervision, general cleanliness, and security over the pool. Managers will be required to work varied hours during the week including evenings, weekends, and some holidays.

HOURS: This position will require you to be present at all monthly Board Meetings the second Thursday of every month from 6:30-7:30pm. Hours are part time from May 1st to opening day which is the Friday before Memorial Day. During the summer season it is full time (40 hours per week) from Memorial Day to the start of school for District 66. After school begins, the pool is still operating evenings and weekends until Labor Day and the manager is still responsible for working and having hours covered for that time period.

ESSENTIAL FUNCTIONS:

Staff Management:

- Recruit, train, and supervise a team of assistant managers and lifeguards.
- Develop and communicate work schedules to ensure adequate coverage during operating hours.
- Supervises assistant managers and lifeguards through various activities including but not limited to assigning work duties, monitoring job performance, and recommending disciplinary actions.
- Conduct regular staff meetings to relay information, conduct lifeguard training in safety drills, and address concerns.
- Meet monthly with the pool board.

Safety Compliance:

- Enforce and uphold all safety regulations and pool policies.
- Conduct regular safety drills and ensure staff is well-versed in emergency procedures.
- Monitor pool activities to prevent accidents and respond promptly to emergencies.
- Responsible for adhering to Douglas county policies regarding hygiene, health, safety and sanitation procedures.
- Enforce Douglas County rules and regulations regarding the operation of the facility.

Customer Service:

- Foster a positive and welcoming atmosphere for pool patrons.
- Address customer inquiries, concerns, and complaints in a professional and courteous manner.
- Organize and oversee pool and gazebo rentals, swim lessons, 4th of July events and other scheduled activities.

Maintenance and Cleaning:

- Keep all supervised areas and immediate work areas clean and orderly.
- Maintain the appearance and overall environment of all facilities by having staff complete daily tasks.
- Preparing facilities for daily opening and closing, daily maintenance procedures and mechanical operations, cleaning and inspecting equipment, and testing water samples.

- Maintain the pool clarity and chemicals as scheduled. Contact the Pool Board with any needs or concerns.
- Conduct routine inspections of pool equipment and address any maintenance issues promptly.
- Coordinate with vendors and the Pool Board to order needed pool chemicals, supplies, and concessions.

Budget Management:

- Assist in the development of the summer pool budget with the Pool Board.
- Monitor expenses, track revenue, and make recommendations for cost-effective measures.

Event Coordination:

- Work with Pool Board Committees to plan and coordinate special events, pool parties, and swim team competitions.
- Ensure that necessary permits and approvals are obtained for events.

MARGINAL FUNCTIONS:

The job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license at the time of hire.
2. Must be at least eighteen (18) years of age at the time of hire.
3. Must be able to obtain a CPR/AED and First Aid certification, within a time frame established by the employer.
4. Must be able to obtain a Nebraska Pool Operator certification and an American Red Cross Lifeguard certification within a time frame established by the employer.
5. Must maintain all certifications as required.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work may be performed in both an outdoor and indoor environment, with the employee being exposed to extremely sunny, rainy, hot, cold and humid conditions and other fluctuations in the weather. Work required is continual physical activity, including walking, standing, kneeling, bending, crouching, reaching, stooping, lifting, and carrying objects unassisted up to 50 lbs. The employee is required to frequently talk, listen, sit, or stand for extended periods of time. While performing the duties, the employee is required to use hands to finger, handle, feel or operate objects or controls. Hand-eye coordination is necessary to operate pieces of equipment. Vision abilities required include close vision, peripheral vision, and the ability to adjust focus. The noise level is usually moderate to high but may even be intense depending on the scheduled activity. Work requires extensive interaction with the general public and other community groups and may be stressful when dealing with irate citizens, parents, patrons, facility members and program participants.