**Job Description**

**Pool Manager**

The qualified applicant will perform a variety of duties in planning, scheduling, maintaining the seasonal operation of the pool, communicating with Winfield City Council, and have enthusiasm of making the pool a safe and fun place for the community.

The pool manager has overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, communications and leadership duties, including:

Managerial/ administrative

* Manage and oversee lifeguards: Plan and organize workloads and staff assignments for lifeguards; Meet regularly with staff; Advise and coach lifeguards and evaluate them at the middle and end of the season; Monitor time sheets and prepare payroll reports
* Manage swim lessons: Establish sign-up process; Assess quality of lessons; Issue end-of season progress reports
* Write end-of-season report for the Pool Board

Facility

* Prepare pool for opening and closing each season
* Oversee daily maintenance of the pool and bathhouse/ restroom facility, including making recommendations for repairs and capital improvement expenditures, and communicating with the Winfield City Council regarding issues and concerns, as well as progress and completion of improvements

Aquatic/safety

* Instill attention to safety with lifeguards as well as with pool members and guests; enforce safety at the pool among both staff and members
* Conduct swim lessons for children throughout the summer
* Administer First Aid, CPR, emergency and other safety procedures, as required

Communications

* Communicate regularly with Winfield City Council regarding safety, staff, facility/maintenance, swim lessons, and membership issues

Leadership/other

* Prepare the facility for fun events such as swim competitions/games, pool parties and other special events
* Create a safe and fun atmosphere for staff and members

Certifications Required – Current or willing to obtain

* CPO (Certified Pool & Spa Operator) Certification (Paid/Reimbursed by the City of Winfield)
* CPR Certified
* Certification as Lifeguard by a recognized source of training