



Pool Manager

Village of Romeoville

Contact Name: Lauren Ryan

Contact E-mail: lryan@romeoville.org

Contact Phone: 815-886-6269

Closing Date:

Salary: Starting at \$19.00/hour (depends on qualifications)

Description:

Purpose of Job

The Pool Managers are responsible for supporting Aquatic Center facility operations; including but not limited to assisting with staff supervision, scheduling, training, maintaining department records and operations, supporting safety in the Aquatic Center, providing professional customer service, and assisting in emergency responses.

Essential Duties and Responsibilities

- Supervise the Aquatic Center and ensure state and local health and safety standards compliance.
- Maintain pool records and reports as needed by state, American Red Cross, and Village of Romeoville standards.
- Perform routine water chemistry testing and treatment.
- Assist in executing a preventative maintenance program.
- Assists in maintaining an accurate and current inventory of all equipment, supplies, and other pool needs.
- Reports any repairs, maintenance, and supplies needed at the Aquatic Center to their supervisor.
- Manage and supervise personnel functions related to those within their chain of command.
- Assist in conducting in-service training and auditing procedures for Aquatic Center staff.
- Assist in managing and supervising Aquatic Center programming and events.
- Assists the public with inquiries and concerns to ensure and promote the success of all aquatic programs and events.
- Enforces the policies and rules of the Aquatic Center
- Ensures proper reporting of all accidents and incidents at the Aquatic Center
- Assumes prescribed responsibilities in times of emergency and administers any necessary emergency care. This includes directing the facility's response and actions during the activation of the facility's Emergency Action Plan.
- Perform all other duties as assigned.

Additional Task and Responsibilities

- Maintain a valid driver's license

- Drive Recreation vehicles as needed
- Required to work at the annual RomeoFest
- Work special events as assigned
- Office duties given by Supervisor
- Be knowledgeable of other programs in the seasonal program brochure
- Responsible for other duties as assigned

Minimum Training and Experience Required to Perform Essential Job Function

- Experienced Lifeguard required with Head Guard or Pool Manager experience preferred
- Current American Red Cross Lifeguard certification required (any recognized Lifeguarding certification agency considered in hiring)
- Current American Red Cross Lifeguard Instructor certification preferred (any recognized Lifeguarding certification agency considered in hiring)
- Experience in swimming, swim lessons, or other aquatic programming preferred.
- Must be at least eighteen (18) years of age by employment date
- Strong customer service skills required
- Display leadership, dependability, patience, and concern for others

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Show enthusiasm and promote the Romeoville Recreation Department
- Requires the ability to deal with people in a personable, helpful, and professional manner
- Requires the ability to communicate effectively both verbally and in writing
- Must be able to express oneself clearly and effectively

Judgments and Situational Reasoning Ability

Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable

Physical Requirements

While performing the duties of this job, the employee is frequently required to swim; stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 50 pounds unassisted. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Environmental Adaptability

While performing the duties of this job, the employee is exposed to heat and humidity. Noise level is usually moderate.