



Pool Manager

Oak Brook Park District

Contact Name: Valerie Louthan

Contact E-mail: vlouthan@obparks.org

Contact Phone: 630-645-9534

Closing Date:

Salary: \$17-\$22/hour

Description:

Seasonal, Non-Exempt

Pay: \$17.00-\$22.00/hour

The Off-Season Pool Manager plays a key leadership role in ensuring the aquatic facility operates safely and efficiently from Labor Day through Memorial Day. Managers typically work afternoon and evening shifts on weekdays and morning and afternoon shifts on weekends, with occasional after-hours weekend rental events, averaging 15–30 hours per week depending on operational needs. Required manager orientation and ongoing in-service trainings must be completed to prepare managers to supervise staff, respond to emergencies, and provide an exceptional experience for all guests.

Essential Job Functions

- Provide Swim Central facility supervision.
- Assign staff duties daily.
- Become thoroughly knowledgeable of the duties of the lifeguards.
- Conduct in-service training with lifeguard staff.
- Function as a lifeguard when not managing.
- Maintain a clean, safe and orderly facility at all times.
- Know the functions of all pool equipment including how to operate the pool filter system, chlorinators, chemical feeders, cleaning filters.
- Complete daily facility reports.
- Check and record all water chemistry readings and determine changes in chlorine and acid as needed.
- Know the emergency safety procedure for assigned pool.
- Has authority to close pool for emergencies, bad weather, fire, etc.
- Inspect and maintain all safety equipment daily and repair or replace as needed.
- Handle public concerns, problems or suggestions in a calm professional and courteous manner.
- Complete any incident reporting related to the aquatic center.

Schedule & Hours:

- Part-time, 15-30 hours per week
- Attendance at all in-service trainings and aquatic meetings required

Skills and Qualifications:

- High school diploma or equivalent required
- Minimum 3 years of aquatic experience
- Strong leadership, communication, and customer service skills
- CPR/AED/First Aid certification required (training available)
- StarGuard Elite lifeguard license preferred (training available)
- Must be at least 18 years of age and hold a valid Illinois driver's license (Class D)

Benefits:

All Oak Brook Park District employees benefit from a work-life atmosphere, a complimentary Central Park Campus Membership, discounts on programming, and continuing education opportunities.

THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify our ADA coordinator, at (630) 645-9527.

Bilingual Candidates Encouraged to Apply.

Interested applicants please apply here: **Pool Manager**