



City of Montague
230 South 13th Street, Montague, CA 96064
Mailing Address: P.O. Box 428, Montague, CA 96064
Phone: 530-459-3030
Email: clerk@cityofmontagueca.com

JOB ANNOUNCEMENT POOL COORDINATOR

SEASONAL: 20 HRS

HOURLY WAGE: \$20.90/hr. DOE

SCHEDULE: MONDAY-FRIDAY

DEADLINE: SATURDAY, FEBRUARY 28, 2026, AT 12:00 PM

A pool coordinator will oversee the city pool. Specific responsibilities include managing budgets and employee schedules, delegating tasks to staff, developing and implementing marketing strategies and training new workforce members.

MINIMUM REQUIREMENTS: Basic management skills. It is an advantage for the pool coordinator to be certified in Red Cross Lifesaving and Water Safety Instructor Courses. Basic administration skills. Safety knowledge. Pool coordinator will be required to be at the pool for at least 4 hours per day on operating days. Must pass background check.

DUTIES: Maintaining Pool Facilities. Coordinators are responsible for maintaining the pool and keeping its equipment clean and in good working order. They will arrange the cleaning of pool decks, changing rooms and public areas. The inside of the snack shack must be cleaned throughout the day as well as the area outside of the snack shack building. The pool coordinator recruits staff to meet the needs of their customers. They may offer basic instruction for non-swimmers, coaching for competitive swimmers and classes for different age groups, such as school age children and seniors. Coordinators have many administrative duties. They maintain records of pool usage and maintenance and ensure that all income and expenditures are accurately recorded. Coordinators are responsible for all human resource duties, including turning in time sheets, payment of expenses and employee training records. They also ensure that employees comply with health and safety requirements. The coordinator must report to the City Manager with a ledger that includes all activities completed during the month. Coordinators may organize swimming competitions and arrange private swim parties after hours. Pool coordinators will work with city staff and council for the annual pool fundraising dinner. Calendared events: Pool Dinner (May), Pool (June, July, August)

KNOWLEDGE AND ABILITIES: Safety knowledge needed: Safety is critical in a swimming pool. Coordinators recruit qualified lifeguards and plan work schedules so the pool always has adequate coverage. They organize training to ensure all employees are aware of safety issues and issue rules to encourage safe swimming. Pool coordinator will ensure staff checks chlorine and ph balance in the pool each day and maintains accurate records.

Proof of auto insurance with the minimum required limits at time of hire.

EOE

Please contact the City Hall office @ 530-459-3030.