

## **POOL MANAGER JOB DESCRIPTION & ASSISTANT POOL MANAGER JOB DESCRIPTION**

### **Temporary Part-Time 2025 SUMMER SWIMMING SEASON**

<b>POSITION</b>	<b>STARTING SALARY</b>
<b>POOL MANAGER</b>	<b>\$19.50/hour</b>
<b>ASSISTANT POOL MANAGER</b>	<b>\$18.50/hour</b>

Under the supervision of the Recreation Director, the Pool Manager is responsible for overseeing every phase of pool operations including supervising pool staff, pool maintenance, swim lessons and public and/or private swimming. They are also responsible for ensuring the safety of the facility patrons by preventing and responding to emergencies. This job will be more challenging and require additional responsibility than the lifeguard positions. Work hours may vary week to week, and may include working evenings, weekends, holidays and/or split shifts. As a condition of employment, incumbents will be required to pass a LiveScan, background check, and physical, provided by the City.

#### **Specific Duties:**

- Work under the direction of the Recreation Director.
- Enforce policies, rules, and regulations governing conduct of patrons and employees using the pool and surrounding area.
- Verify timecards and hours worked for all pool employees.
- Participate in and oversee daily safety check of equipment and surrounding area.
- Make the decision to close the pool due to inclement weather.
- Monitor and evaluate the performance of subordinates.
- Oversee collection/recording of daily revenues and lesson registration.
- Expel swimmers, if necessary, for willful disobedience of rules.
- Wear only approved staff clothing during working hours.
- Other duties as assigned.

#### **Specific Skills and Abilities:**

- Ability to interact positively with staff and general public.
- Being exposed to all types of weather conditions, including exposure to the sun and heat.
- Ability to remain calm in emergency situations/adhere to emergency procedures.
- Must have the ability to frequently stand, sit, climb, bend and balance, manual dexterity to reach and lift heavy objects.
- Demonstrate continuous effort to improve operations, work cooperatively, and provide quality customer service.

#### **Minimum Qualifications/Current certifications in the following:**

- Water Safety Instructor, Lifeguard Certificate
- CPR and First Aid

#### **City Application Required**

**Completed Applications must be received by January 31, 2025 at 5:00 pm**

Applications are available at the City of Corning website: [www.corning.org](http://www.corning.org)

**City of Corning is an Equal Opportunity Provider and Employer**