

## Clatskanie Parks and Recreation District

**Job Title:** Pool Manager  
**Type:** Part time / permanent  
**Overtime eligibility:** FLSA non-exempt / eligible for overtime  
**Report to:** Park & Pool Operations Manager (District Manager)  
**Revised:** March 2020

### Summary:

Leads and directs staff, primarily lifeguards, in the safe and efficient operation of the District swimming pool. Creates pool procedures, approved by Board of Directors, and ensures compliance with regulations. Promotes amenities and benefits of the District swimming pool to the community.

### Duties & Responsibilities:

- Supervises year round and seasonal District lifeguards and pool staff.
- Plans, organizes and implements aquatic programs and schedules.
- Participates in interviews and recommending hiring of pool staff and lifeguards.
- Coordinates new employee orientation and training of employees.
- Creates employee work schedules.
- Records, verifies and approves employee timecards. Ensures total employee hours within budget.
- Manages pool records and statistics, provides periodic reports to Park & Pool Operations Manager.
- Manages pool seasonal opening and closing.
- Oversees minimal maintenance of the pool including chemistry, climate control, and cleanliness.
- Respond appropriately to swimmers in danger of drowning and to all illness and injury accidents around the entire pool facility immediately and appropriately. This includes, but is not limited to performing Lifeguarding skills, First Aid, CPR until EMS takes over.
- Performs lifeguard or instructor duties on occasion.
- Manages and organizes pool schedule for rentals and sponsored events.
- Facilitates media advertising and public outreach for the District.
- Participates in District safety program.
- Other duties as assigned.

### Required Skills, Knowledge & Abilities:

- Ability to provide leadership, commands the respect of pool staff and guests, and be able to delegate duties when needed.
- Ability to communicate effectively orally and in writing with the public, park and pool users, District staff and Board of Directors.
- Skilled in swimming and life saving techniques.
- Ability to maintain regular attendance and be punctual.
- Knowledgeable in required safety requirements, procedures.
- Skilled in use of Microsoft Office, internet and email.

**Minimum Job Requirements:**

- High school diploma or equivalent.
- 2 seasonal years of experience in pool management, swimming instruction and lifeguarding, 3 years preferred.
- 1 year experience in general management.
- Ability to obtain National Swimming Pool Foundation certification for Certified Pool Operator within first three (3) months of hire.
- Ability to obtain Lifeguard, First Aid and CPR certification within 3 months of hire.

**Job Conditions:**

- Must maintain certification status.
- Work is generally during regular work schedule; however, work may be required on nights, weekends and in emergency situations.
- Work is often in outdoor environments in a wide variety of weather, including inclement weather.
- May require on-call status.
- Physical Abilities: Frequent desk work, talking, listening/hearing, using computers, and repetitive motions of hands/wrists/fingers and feet. Frequent walking, standing, stooping, climbing, kneeling, reaching, and close work. Occasional bending, grasping, handling, and feeling. Occasional swimming, crawling, lifting, working in extreme temperature variations, including wet and dirty areas.
- Moderate physical activity. Requires handling of objects up to 50 pounds and may involve standing and/or walking for more than four (4) hours per day.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.