

## **Job Description**

### ***Pool Manager – City of Carlyle***

The Carlyle City Pool opens on Memorial Day weekend and closes on Labor Day. This is a city pool, owned and maintained by the City of Carlyle.

The qualified applicant will perform a variety of duties including program planning, scheduling/supervising staff, and maintaining the seasonal operation of the pool. The Pool Manager reports directly to the Park Director and City Administrator, and may be required to submit reports to the City Council when applicable. Above all, the qualified applicant will have an enthusiasm for making the pool a safe and fun place for the community throughout the summer.

The Pool Manager has overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, communications, and leadership duties.

#### **Duties:**

- Supervision and scheduling of all part-time pool staff.
- Planning and implementation of youth and adult aquatic programming.
- Responsible for ordering snacks and drinks for the concession that will be available during pool operating hours.
- Responsible for light pool maintenance and keeping a safe water chemistry within the facility guidelines.
- All other duties related to pool operation as assigned by the Park Director.

#### **Minimum Qualifications:**

- Must be 18 years or older.
- Must have current CPR/AED Certification or ability to obtain by the start date.
- A minimum of two years' experience as a lifeguard of a public or private pool or equivalent.
- Must be able to lift materials weighing up to 50 pounds. Physically able to squat, bend, lay, stand, sit, and work during work hours and events.

#### **Preferred Qualifications:**

- Experience with the planning and implementation of youth aquatic programming.
- Experience as a swim lesson instructor.
- Experience working with pool chemicals and balancing water chemistry.
- Certified Pool Operator Certification (CPO).

This is a part-time, summer seasonal position that ends when the pool closes on Labor Day. The chosen candidate is subject to a pre-employment background check and drug test. Will receive a stipend pay amount, decided on by the City Council. The Pool Manager may work up to 10 hours a week as a lifeguard for additional pay.