

## **CITY OF BERWYN RECREATION DEPARTMENT**

### **POSITION DESCRIPTION**

Position Title: Pool Manager

Basic Function: The pool manager is responsible for making work and daily responsibilities schedules, handling paperwork, being in charge of staff and professionally leading day to day pool operations.

Qualifications: Minimum age of 20 years and must be American Red Cross certified in First Aid, AED, and CPR.

Duties & Responsibilities:

1. Make sure ALL POOL SAFETY and pool regulations are enforced for all patrons to the best of my ability.
2. Maintain a safe and sanitary pool operation.
3. Schedule and help with all jobs in pool clean up and sanitation.
4. Responsible for schedule of locker room maintenance.
5. To administer first aid in and outside the pool and pool area.
6. To refer all behavior problems to the director if a problem occurs beyond control.
7. Perform other duties in pool or surrounding areas as assigned by the Director.
8. Wear assigned swimsuit and uniform when on duty.
9. Be available for LTS (Learn to Swim Lessons) Program.
10. Applicant must be available to work from June to August 2022.

Key Contacts & Relationships:

1. Directly responsible to the Aquatics director.
2. Moderate contact with Program Supervisor, Office Manager and Staff
3. Frequent contact with the public/camps.
4. Frequent contact with pool team.

Rate of pay: \$13.50 per hour  
Availability: weekdays/weekends/evenings  
35-40 hours per week