



Pool Director at Paine Aquatic Center

7/17/2024

JOB SUMMARY: Manages all coordination of pool personnel, pool memberships and pool activities. Supervises safe, clean and appealing swimming facilities.

Duties/Responsibilities:

- Supervise lifeguards, pool members, pool parties, and other activities.
- Responsible for the security of the pool.
- Supervise operation of filtration system and health requirements of chlorination and PH acidity levels in the water.
- Direct cleaning of the pool and upkeep of all pool equipment and facilities, diving boards, showers, locker rooms and pool office.
- Generally oversee all pool operations and personnel and coordinate any pool activity.
- Maintain correct payroll records and schedules.
- Register members at pool and charge for all guests and lessons.
- Provide necessary orientation and training for staff.
- Enforce rules of safety and conduct.
- Be constructive in discipline, helpful in criticism, and enthusiastic in compliments.
- Maintain and keep all necessary records concerning pool attendance, pool chemicals, accident reports, schedules, etc.
- Perform other duties as prescribed by management.

Recommended: Be a certified lifeguard and certified in first aid and lifesaving courses.

Required: Must be able to plan, promote, and follow through with programs. Good communication and people skills.

HOURS: Generally, Monday - Friday from 3-7pm, Saturday from 11am-4pm, 20-25 hours per week

PAY/BENEFITS: Starting at \$17/hr - \$20/hr

EXPIRATION DATE: Until Filled

TO APPLY: Letter of Interest, Resume.
Submit required materials to :
Sara Schubert, sschubert@manistee.org

District Policy: *Nondiscrimination on the basis of race, color, religion, national origin or ancestry, gender, age, disability, height, weight or marital status in all activities and employment.*