



Job Title: Pool Manager

Reports to: Recreation Director

SUMMARY:

Under the guidance of the Recreation Director, the Splash Cove pool manager is responsible for managing the other staff, overseeing the day to day activities of the pool, opening and closing of the pool, collecting money at the end of the day from the pool and nightly bank deposits. The pool manager is responsible for ensuring the overall positive experience of all staff, pool patrons, community members, and those participating in pool activities. The manager is responsible for active leadership to ensure the success of the site. The pool manager has the ultimate responsibility to ensure that the site's vision and goals are met on a daily basis. Additionally, he/she will be asked to help on a regular basis with paperwork, training, promotional activities, customer relations and other events and/or tasks as needed.

RESPONSIBILITIES AND DUTIES:

- Manages, motivates, develops, and supervises pool staff
- Management must supervise all day-to-day operations of the pool complex
- Stay in communication with Recreation Director and pool staff at all times
- Supervise the efforts of all staff to maintain a positive relationship with staff, community members, pool patrons and volunteers
- Supervise all efforts to create and maintain an atmosphere for developing good morale and well-being among staff, community members, pool patrons, and activity participants
- Be responsible for maintaining order at all times directly through your pool staff
- Lead by example. Be enthusiastic, energetic and a team player at all times
- Be able to work all weeks and hours as needed
- Follow all pool rules, regulations and policies as stated in the employee policies, City of Williamsport Employee Handbook, and the City of Williamsport, be a good ambassador in the community
- Other duties may be assigned as required



QUALIFICATIONS AND REQUIRMENTS:

- A minimum of three years' experience with the public in a Recreation setting
- Required clearances: Pennsylvania State Police Criminal Record Check and Pennsylvania Child Abuse History
- Able to obtain CPR/ First Aid Certification and Blood Bourne Pathogen Training (camp will provide an opportunity for primary or recertification during training week)
- Able to obtain Lifeguard certification
- Exhibit characteristics of: enthusiasm, integrity, sense of humor, patience, and self-control
- You must have reliable transportation to and from work
- You must have a valid PA Driver's license

WORKING CONDITIONS:

Work is performed in a field environment; may be exposed to individuals who are difficult. The noise level in the work environment is usually moderate to loud. Subject to irregular work schedule including weekdays, weekend and evening.

TO APPLY:

Complete a City of Williamsport Employment Application found at the Recreation Department Office (Second Floor, City Hall). Contact Parks and Recreation (570) 327-7510 with any questions or concerns.

Note: In accordance with the immigration reform act of 1986, employment of person's hired by the city after November 6, 1986 will be contingent upon presentation of acceptable documents verifying identify and authorization of employment in the United States.

RECREATION DEPARTMENT 245 WEST FOURTH STREET WILLIAMSPORT PA 17701

PHONE (570) 327-7510 FAX (570) 327-7562

www.cityofwilliamsport.org