

Heritage Lake Association

Job Title: Pool Manager

Job Director: HLA board/Director of Pool and Lodge

Please contact the Heritage Lake Office for a job application if interested.

Heritage Lake Association
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Summary:

Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, including first aid, rotations, scheduling and hiring for lifeguards, public relations, janitorial duties, limited pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms, swim lessons, water aerobics and all other duties as necessary or required. This employee should have excellent organizational, communication, and public relation skills. This is a working supervisory position requiring weekday, weekend, and holiday work.

Essential Duties and Responsibilities

1. Monitors and regulates the behavior of patrons and lifeguards to prevent unsafe activities and accidents
2. Enforce health department rules and regulations
3. Enforce Heritage Lake Rules and Regulations including but not limited to facility activities and entry to the facility by monitoring use of pool passes
4. Prepare and Maintain weekly lifeguard schedules and rotations
5. Ensure employees under his/her direct supervision are properly trained in their duties
6. Report hours, days, & time worked for all employees under their direct supervision
7. Have all completed timecards to the Director of Pool and Lodge the Sunday prior to the payroll due date
8. Ensure proper operating condition of all equipment
9. Report and work to resolve equipment problems to Heritage Lake Maintenance staff, board members, and outside contractors as needed.
10. Controls water quality, operation of pool filtration system, and water testing including recording chemical readings daily (at minimum)
11. Warns patrons of safety hazards

12. Displays a positive and courteous attitude when enforcing pool rules and regulations
13. Effectively responds to emergencies; executes rescues and first aid.
14. Prepares pool area for opening and closing each day
15. Keeps aquatic facilities clean including deck, surrounding landscape, restrooms, guardroom and trash receptacles
16. Demonstrates a high level of customer service; responds to and takes appropriate action to resolve concerns and complaints from members
17. Keeps the Director of the Pool and Lodge informed of situations related to facility operation, patron complaints or concerns, staff performance, or emergencies
18. Organizes swim lesson sessions
19. Assist the Director of Pool and Lodge in hiring of lifeguards
20. Prepares the pool and schedules lifeguards in preparation for pool rentals
21. Prepares the pool in preparation for Heritage Lake Pool Social events
22. Communicates several days a week with the office manager
23. Track pool attendance, balance & secure cash drawer, and bring money to the office daily for deposit
24. Order, track and maintain inventory, and restock supplies for pool area
25. Performs all duties in a safe manner
26. Read and follow Illinois Department of Public Health Pool Laws and Rules
27. Interface with Health Department pool inspections. Report the outcome and any deficiencies of the inspection to the Director of Pool and Lodge.
28. Other duties as deemed necessary or as required.
29. Implement and manage pool closures due to weather and/or other events.
30. Ensure the pool area, all assets, cash, and inventory are secure prior to closing the pool.

Supervisory Responsibilities

Directly supervises 4-10 employees at the pool. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; disciplining patrons; addressing complaints and resolving problems.

Education & Experience

Prefer candidates with knowledge and experience in pool operations. General management experience preferred. Must have Lifeguard Training Certification, CPR & First Aid Certification or be willing to successfully complete shortly after start of employment.

Age

Must be eighteen years of age or older.

Working Conditions

Manual labor is required, including lifting up to 75 lbs. Extreme weather conditions and working with chemicals are factors in this position. Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Will be required to interpret colors.

Expected Hours

- The pool manager is paid hourly for the time they work, either on site or performing other pool management duties off site. This is NOT a salary position.
- The pool manager is expected to be on site, working from 11:00 am until 2:00 pm and from 6:30 pm until 7:30 pm (or at close for the day) daily. These hours may vary at the discretion of the Pool and Lodge Director.
- Hours and pay rate are to be determined and approved by the Director of Pool and Lodge.

Other Skills and Abilities

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.
- Ability to balance a cash register and provide change. Add and subtract four-digit numbers with up to two decimal places. Multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

Certificates, Licenses, Registrations

- Current American Red Cross Lifeguarding/First Aid, CPR-AED for Lifeguards and Bloodborne Pathogens Training certificates
- Ability to monitor pool area and activities for prolonged periods with sustained focus.

Pay dependent upon qualifications.