



Wythe County Parks & Recreation Rural Retreat Lake Campground and Pool Job Description

Title:

Pool Manager

Qualifications:

- 21 years or older preferred
- Experience with pool maintenance
- Supervision experience
- Experience with Customer Service

Knowledge:

- Knowledge of lifeguarding and its requirements.
- Scheduling work schedules
- Problem Solving
- Money Management
- Pool Maintenance
- Lifeguard Certification preferred but not required

Responsible to:

- Work under the supervision, guidance, and in cooperation with the Director of Parks & Recreation

Duties:

- Supervising lifeguards
- Ensuring the safety of our customers and making sure that lifeguards are performing their duties adequately.
- Making weekly work schedules, no less than 2 weeks in advance.
- Tracking work schedules to ensure that no part-time employee goes over 28 hours a week.
- General pool maintenance. i.e. filters being cleaned and changed out, pumps and chlorinator working
- Making the decision to close the pool due to bad weather, lack of customers etc.
- Adjusting Lifeguard's hours due to lack of customers, bad weather, etc.
- Maintaining a log of in-service practice and chemical checks
- Responsible for daily till and deposits
- Making sure that the bathrooms, pool deck, front desk, and area around pool are clean and well maintained
- Working with campground staff in scheduling pool parties.
- Working in cooperation with Campground Manager on special events and daily till.
- Keeping record of supplies/chemicals and requesting orders when needed to replenish
- Ensuring that our customers are receiving the best possible care, from all staff.
- Provide positive leadership to other employees
- Taking initiative on projects, programs, or daily tasks
- Other duties deemed necessary as assigned by the Director.