

# *Lansdale Borough Parks and Recreation*

## Job Description: **Pool Manager**

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The Pool Manager oversees all daily operations at Lansdale Borough's pools (White's Road Pool and Fourth Street Pool). This role requires managing staff, ensuring a safe and enjoyable environment for patrons, and coordinating activities and maintenance. The Pool Manager must be flexible and willing to work at either pool location, ensuring consistent operational standards across both sites.

### Key Responsibilities:

- **Leadership & Staff Management:**
  - Supervise lifeguards and front desk attendants at both pools.
  - Create staff schedules, ensuring adequate coverage for safety and operations.
  - Provide training, coaching, and performance evaluations to pool staff.
  - Lead by example, enforcing safety protocols and maintaining professionalism.
- **Safety & Compliance:**
  - Ensure that all pool facilities comply with local, state, and national health and safety regulations.
  - Maintain accurate and up-to-date safety records, including chemical logs and incident reports.
  - Conduct regular safety inspections of equipment and facilities to address hazards promptly.
  - Implement and enforce all rules and regulations to ensure a safe environment for pool users.
- **Customer Service:**
  - Address and resolve customer inquiries, complaints, and feedback in a professional manner.
  - Act as the main point of contact for patron concerns or emergencies.
  - Foster a welcoming, inclusive environment for all pool guests.
- **Operations & Maintenance:**
  - Oversee daily opening and closing procedures, including inspections of pool areas and equipment.
  - Ensure the proper chemical balance of the water and adjust as necessary.
  - Work with maintenance staff to coordinate repairs and upkeep of pool facilities.
  - Monitor inventory of pool supplies, including chemicals, equipment, and first aid materials.

### Qualifications:

- Must be at least 18 years of age
- Lifeguard certified or willing to be certified prior to start of season
- Prior experience in pool management or aquatics programming, with at least 2 years in a supervisory role.
- Strong leadership, communication, and organizational skills.
- Knowledge of pool safety standards and equipment maintenance.
- Ability to work flexible hours, including weekends and holidays.

- Required background checks: PA Child Abuse History, PA Criminal History, and FBI Fingerprint

#### Working Conditions

- Ability to work outdoors in various weather conditions.
- Physical capability to stand, walk, and lift objects (up to 50 lbs).

#### Reports To

Director of Parks and Recreation.