

## POOL MANAGER (SEASONAL)

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### Position Overview

**Position:** Seasonal Pool Manager

**Location:** Quakertown Community Pool

**Department:** Parks and Recreation

**Type:** Seasonal, Full-Time (Summer Season)

**Duration:** May 4, 2026 through September 14, 2026

The Borough of Quakertown is seeking an experienced, proactive, and energetic **Seasonal Pool Manager** to lead the daily operations of the Quakertown Community Pool for the summer season. This is an excellent opportunity for a seasoned leader with strong management skills and a passion for ensuring safety and providing excellent customer service in a public recreational setting. This position reports directly to the Parks & Recreation Director.

### Responsibilities:

- **Leadership and Supervision:** Provide leadership, direction, and supervision to the lifeguard staff, ensuring adherence to all safety rules, regulations, and procedures.
- **Staff Training and Evaluation:** Conduct regular staff meetings, training, and performance evaluations to maintain high standards of lifeguard proficiency and professionalism. Ensure all staff are well-prepared and equipped to handle emergency situations.
- **Emergency Preparedness:** Ensure lifeguards are proficient in emergency response procedures, including water rescues, first aid, and CPR. Oversee the implementation of the Emergency Action Plan, ensuring that staff are properly trained and prepared to respond swiftly and effectively to emergencies.
- **Facility Operations:** Supervise the daily operations of the pool, including maintaining cleanliness, ensuring safety standards are met, and managing pool supplies.
- **Special Events and Programs:** Oversee special events, aquatics programming, summer camps, and groups/parties, ensuring smooth execution and adherence to program guidelines and safety procedures.
- **Scheduling and Payroll:** Organize and submit schedules and payroll for all pool staff, ensuring accuracy in timekeeping and compliance with budgetary guidelines.
- **Customer Service and Front Desk Support:** Assist with front desk responsibilities, including handling customer inquiries, processing registrations, and providing end-of-day financial reporting and audits.
- **Conflict Resolution:** Address grievances and disciplinary matters involving patrons or staff, working with the Parks & Recreation Department to resolve issues and maintain a positive environment.
- **Additional Duties:** Perform other duties as assigned by the Parks & Recreation Department to support the efficient operation of the pool and related programs.

### Qualifications:

- Previous experience in a supervisory or leadership role in an aquatic or recreational setting.
- Ability to pass all clearances (child abuse history, FBI background, criminal history)
- Certification in Lifeguard Training, CPR, First Aid, and AED (must be current or able to obtain prior to employment).
- Strong organizational, time-management, and problem-solving skills.
- Excellent interpersonal and communication skills, with the ability to effectively lead a team and interact with the public.
- Ability to handle emergency situations calmly and efficiently.
- Knowledge of pool operations, safety protocols, and general maintenance.
- Experience with scheduling and payroll systems is preferred.
- Ability to work independently and as part of a team.
- Must be at least 18 years old and able to work flexible hours, including weekends and holidays.

**Additional Requirements:**

- Ability to lift up to 50 lbs, stand for extended periods, and work outdoors in varying weather conditions.
- Successful completion of a criminal background check and child safety clearances.

**To Apply**

- Submit your application, resume, and cover letter to [parksrec@quakertown.org](mailto:parksrec@quakertown.org). Applications are reviewed on a rolling basis. The position is open until filled.