



Job Title: Pool Manager

Department: Sheridan Recreation District

Job Type: Part-time 30 hrs per week or less

Benefits: This is a non-benefited position

Payrate Range: \$14.00-18.00 DOE

Supervisor: Executive Director

ESSENTIAL JOB DUTIES

Join our team as a part-time manager and discover the many ways you can contribute to our district's success. Our managers embody strong leadership and teamwork qualities, efficiently supervising lifeguards and cashiers during their shifts. If you're seeking a dynamic role in a fast-paced organization that offers constant excitement and challenges, then this opportunity is perfect for you. Join us and be part of a team where your skills and dedication make a real difference every day.

JOB DUTIES/TASKS

- Adhere to safe work practices and procedures.
- Establish and maintain harmonious relationships with employees and patrons.
- Ensure compliance with safety requirements, policies, regulations, and guidelines.
- Maintain pool in a safe and sanitary condition.
- Supervise pool staff and operations, including chemical use training.
- Conduct weekly facility inspections and submit work requests as needed.
- Attend scheduled training sessions and staff meetings.
- Complete required reports and records promptly.
- Enforce facility rules for patrons and staff.
- Conduct oneself professionally at all times.
- Fulfill additional duties assigned by the Aquatics/Recreation Supervisor.
- Monitor pool area for safety issues and weather conditions.
- Serve as shift leader, conducting trainings and meetings, and assisting with scheduling and evaluations.
- Ensure swim lessons and lifeguard operations comply with policies and safety standards.
- Provide water safety instruction and swim lessons.
- Support cashier/concessions with opening and closing procedures.
- Assist with inventory management and cleaning tasks.
- Demonstrate knowledge of point-of-sale and cash handling practices.
- Instruct on water safety and enforce rules firmly and tactfully.
- Facilitate swim lessons, program planning, and risk mitigation.
- Promote aquatics safety, OSHA standards, and ADA compliance.
- Follow oral and written instructions accurately.
- Communicate effectively and establish positive relationships.
- Multitask in a fast-paced environment while providing excellent customer service.
- Stay alert for potential emergencies.
- Lead and collaborate with individuals of all ages.
- Learn facility policies, procedures, and water quality regulations.



- Resolve conflicts calmly and effectively.
- Contribute as a team member in a customer-focused environment.

SUPERVISORY RESPONSIBILITIES

- Supervising the lifeguards and cashiers.

WORKING CONDITIONS

- Duties are frequently performed under conditions where noise, heat, dampness or cold are unavoidable.
- Work environment may involve occasional exposure to occupational hazards, biohazards, and physical risks, which require following basic safety precautions.

MINIMUM QUALIFICATIONS

- American Red Cross Lifeguard Training, CPR/AED for the Professional Rescuer, and First Aid certifications, required.
- 1+ years of lifeguard experience
- Ability to work weeknights and weekends
- Ability to lift a minimum of 30 pounds or heavier lifting with other employees
- Ability to effectively communicate verbally and in writing
- Ability to pass background check if over 18-years-old.