



## Assistant Pool Manager

Position Attribute	Attribute Data
Job Title	Assistant Pool Manager
Classification	Part Time, Seasonal, Non-Exempt
Reports to	Aquatics Manager
Direct Reports	Not applicable
Work Location	North Fork Valley Pool, District Office and remote
Work Hours	Flexible, requires emergency response to alarms

## About North Fork Pool, Park and Recreation District

The North Fork Pool, Park, and Recreation District was established in 1993 as a Title 32 Parks and Recreation Special District. Our mission is to provide a variety of activities and programs which enhance healthy lifestyles, build strong families, and provide a sense of community pride. The NFPPRD currently includes Crossroads Park in Hotchkiss, CO where 65 acres of ball and soccer fields, trails, a pumptrack and the North Fork Pool are located. Additionally, NFPPRD manages the Apple Valley Tennis Courts and a Skatepark located in Paonia, CO. NFPPRD is committed to maintain high standards and a professional atmosphere to promote quality services, facilities, and programs and support professional growth of its employees.

## About North Fork Pool

The North Fork Pool facility is located at 333 Miners Way in Hotchkiss, CO. The facility consists of (1) an approximate 139,700-gallon, 25-yard, 6 lane pool; (2) a therapy pool; a (3) wading pool; (4) 2 water slides along with a pool building consisting of a pool office, locker rooms, a small kitchen, equipment rooms and a mechanical room. Adjacent to the pool area, is a park area with shade structures, picnic tables and a concession stand. The pool facility is located within the 67-acre Crossroads Park. The pool facility experiences heavy volume during the summer season.

## Essential Duties

The Assistant Pool Manager, under the general direction of the Aquatics Manager, is responsible for pool operations, supervision of pool staff, positive customer relations, and ensuring the highest standards of pool safety. May serve as a lifeguard as required for adequate staffing.

Must be able to maintain flexible work hours and schedules where shifts may be assigned opening, closing, or weekends.

- **Oversee Pool Operations:**
  - Manage daily operations of the pool(s).
  - Oversee pool maintenance, in conjunction with Facilities Manager ensuring cleanliness and compliance with health and safety standards.
  - Monitor supply, safe storage and handling of pool chemicals, reagents, and first aid materials.
  - Maintain required pool records including daily chemical records and pressure readings, incident reports, and visitor counts.



- Oversee proper sanitation and maintenance of pool water; ensure cleanliness of restrooms, dressing rooms and public areas; report maintenance conditions affecting facility operation and security.
- **Supervise Lifeguards:**
  - Supervise lifeguards and support staff.
  - Promote an environment that fosters teamwork.
  - Under direction of Aquatics Manager, manage work schedules and ensure adequate staffing levels for all operational hours.
- **Implement Safety and Emergency Procedures:**
  - NFPPRD adheres to American Red Cross standards.
  - Implement and enforce safety protocols and emergency procedures.
  - Respond promptly to emergencies and incidents, directing appropriate action.
- **Customer Service:**
  - Provide excellent customer service to pool patrons.
  - Educate patrons concerning pool etiquette, equipment use and facility policies.
  - Address and resolve customer inquiries, concerns, and feedback with the support of the District Administrator, NFPPRD Policies and when necessary, the Board of Directors.
  - Ensure a positive and welcoming atmosphere for pool visitors.
  - Ensure pool rules and safety guidelines are followed; maintain order with disruptive patrons and exercise crowd control where warranted; and refer escalated issues to assigned supervisor or proper authorities.
- **Financial Management:**
  - Ensure procedures governing collections of fees are followed.
  - Ensure procedures governing opening and closing of POS register each day are followed.
- **Programming and Events:**
  - Coordinate, and execute pool events and programs.
  - Collaborate with community groups for special events or rentals.
- **Regulatory Compliance:**
  - Ensure compliance with local health department regulations and safety standards.
  - Maintain accurate records and documentation required for regulatory purposes.
- **Communication:**
  - Communicate effectively with pool staff, community members, and relevant stakeholders.

### **Position Qualifications**

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- Experience performing aquatics program supervision, including management of a public pool and supervision of staff.
- Ability to perform moderate physical work and to lift 50 pounds and to occasionally lift and carry up to 50 pounds.
- Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.
- Knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools and public baths.



- Ability to read, understand, follow, and enforce safety procedures with demonstrated ability to make sound judgments. Can decipher between life threatening and non-life threatening emergencies.
- Knowledge of customer service standards and procedures.
- Proven skill in engaging with individuals of various age groups within the community and adeptly managing conflicting interests.
- Proven capacity to effectively lead and manage personnel and cultivate a collaborative team environment.

## **Experience**

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- Minimum of 1-year supervisory experience.
- Previous lifeguard experience required, and water safety instructor experience preferred.

## **Education and Formal Training**

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- Certification/Licensure American Red Cross Lifeguard Instructor preferred.
- Certification American Red Cross Professional Rescuer. NFPPRD will provide training, if necessary.
- American Red Cross CPR, AED and First Aid training required. NFPPRD will provide training, if necessary.

## **Work Environment /Physical Activity**

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- Busy public pool environment with extensive public contact. Hours vary according to schedule, with evening, weekend, and holiday shifts.
- Work is performed in an outdoor pool setting with constant exposure to noise and wet/humid conditions. Work includes periods of high activity and stress during emergency situations.
- Sufficient physical strength, stamina, and conditioning are needed to rescue swimmers in danger of drowning who may resist rescue.
- Constant sitting, standing, and walking throughout the pool area to observe patrons' adherence to facility rules, and inspect for safety hazards.
- Constant near and far visual acuity to observe pools for possible troubled swimmers and safety hazards; constant audial acuity to be aware of troubled individuals that may be out of line of sight.
- Frequent crouching/squatting, kneeling, and bending/twisting to perform pool maintenance and rescue duties.
- Frequent light grasps to hold rescue tubes throughout shift and safely use maintenance items; occasional firm grasp and fine motor skills to perform water testing, first aid, and other emergency functions.
- Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.
- Requires eye-hand coordination and manual dexterity sufficient to operate a chemical test kit, telephone, cash register and other pool equipment.
- Requires normal range of hearing and vision to record, prepare and communicate appropriate reports.
- Requires eyesight correctable to 20/20 to read numbers, reports, and provide safe oversight of pool facilities.



- Requires hearing within normal range for telephone use, communications with staff and public.
- Must be able to swim minimum number of yards for lifeguard certification.
- The following materials are used daily.
  - Reagents to test and monitor pool chemistry.
  - Chlorine Briquettes and liquid chlorine.
  - Covers, lane lines, lifeguard rescue tubes, backboards, and first aid supplies.
  - Restroom cleaning supplies.

### **Compensation**

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- An hourly wage is paid DOE. Wage Scale is determined yearly by the NFPPRD Board of Directors.