



# NORTH PENN YMCA POSITION DESCRIPTION

POSITION TITLE: Pool Manager- PT Director

- Part Time/Non-Exempt
- Permanent Part Time/Non-Exempt
- Seasonal/Non-Exempt

SUPERVISOR: Sr. Aquatics Director/Branch Executive

GENERAL FUNCTION: The Pool Manager/Aquatics Coordinator is responsible for all daily pool operations, including but not limited to the supervision and staffing of all lifeguards, cashiers and swim instructors, and pool maintenance. This position may involve early morning, evening and weekend responsibilities. This job is performed to standard when all work is completed accurately and on time, with minimal supervision. Maximum hours weekly: 19-28 (varies upon designation & seasonal, may be 35 hr. if seasonal position)

### QUALIFICATIONS

- Must be a minimum of 18 years of age, with 2 years of pool management
- Swim Instructor experience preferred
- Requires current CPR and Basic First Aid certifications
- Effective Communication; written, oral and through presentations
- Must have strong collaborative work ethic
- Ability to interact with people of all ethnic backgrounds, ages, and lifestyles

### RESPONSIBILITIES

- Assist supervisor in interviewing, hiring, and training of aquatic staff.
- Conduct in-service trainings and certifications as needed
- Ability to coordinate with swim team leaders regarding meets and logistics
- Ability to coordinate with local government regarding management and daily operation of outdoor aquatic facility, as required
- Assure that proper records are maintained on staff, pool operations and the like as required for Health Department/Governmental agency regulations and guidelines.
- Maintain quality service by following organization standards
- Ensure daily safety of pool guests, swimmers, and staff by following all organization/local/state/federal pool and water safety guidelines and regulations.
- Maintain facilities and equipment in safe working order
- Ability to understand, process and respond appropriately to emergency situations
- Contribute to team effort by accomplishing related results as needed (i.e. participation in branch-wide activities and events as a team leader)
- Update job knowledge by participating in educational opportunities; reading professional publications.
- Perform any other functions necessary for the smooth and efficient operation of the North Penn YMCA

### WORK ENVIRONMENT REQUIREMENTS

- Ability to perform the following physical activities adequately: swimming, standing, sitting, squatting, walking, climbing or balancing, stooping, bending, kneeling, crouching or crawling
- Ability to function under inside environmental conditions
- Ability to lift or carry up to fifteen (15) pounds
- Ability to travel locally to visit branch sites, attend meetings and training
- Ability to perform the following sensory and communicative activities adequately: hearing and seeing; reading, writing, speaking English fluently.

Having read and understood my job description, I agree to fulfill my responsibilities as an employee of the North Penn YMCA, and will carry out my duties promptly in a courteous, polite and cooperative manner.

Effective Date of Employment: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Date