



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Quincy Family YMCA Aquatics

Job Title: **Pool Manager, Jackson-Lincoln**

FLSA Status:

Job Grade: Seasonal

Reports to: Wellness Director

Revision Date: 2/19/2019

Leadership Level: Team Leader

Primary Function/Department: Aquatics

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Pool Manager ensures efficient and effective operation of pool facilities including personnel management.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Enforce policies and procedures of swimming complex to ensure effective pool operations and adhere to all state and local health and safety regulations.
2. Prepare all work schedules for employees; making sure there is a head life guard on duty at all times the pool is open.
3. Chemical analysis and application and maintains accurate records.
4. Assist in hiring of lifeguards
5. Insure hourly employees work no more than 40 hours per week
6. Report hours, days and time worked for all employees under his/her direct supervision.
7. Insure proper operating condition of all equipment.
8. Maintain discipline at the swimming pool facility and supervise all staff enforcing staff policies and rules.
9. Enforce swimming pool rules and regulations to staff and public.
10. Maintain positive public relations at the swimming pool.
11. Document and reports all disciplinary problems and accidents to the YMCA.
12. Maintains a clean facility; including but not limited to, bathrooms, trash pickup, and pool vacuumed.
13. Set a positive example.



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LEADERSHIP COMPETENCIES:

- Communication & Influence
- Developing Self & Others
- Engaging Community

QUALIFICATIONS:

- Training equivalent to high school diploma required.
- General management experience preferred
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Decision-making is a factor in this position. This employee makes decisions concerning employee scheduling, supplies needed, discipline of customers and employees, prioritizing daily work assignments, and performing daily duties in the most efficient manner.
- Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.
- Physical exertions to manually move, lift, carry or push heavy objects. Climbing in and out of the swimming pool, up and down ladders.
- Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.
- Hear noises and distress signals in the aquatic environment, including in the water and anywhere around the zone of responsibility.
- Remain alert with no lapses of consciousness.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____