

TOWNSHIP OF MORRIS
PARKS & RECREATION



Job Title: Swim Pool Assistant Manager

Report to: Swim Pool Manager

GENERAL DESCRIPTION

This is a seasonal/ full-time supervisory position within the Township of Morris Parks and Recreation Department. The Assistant Pool Manager has overall responsibility to assist the Pool Manager and be lead manager when the Pool Manager is not on duty with the safety of the pool, as well as managerial/ administrative, facility, aquatic, communication, and leadership duties, including:

ESSENTIAL DUTIES

- Must have good verbal communication skills, show initiative and enthusiasm. Must be able to motivate employees.
- Assist with recruitment and training of lifeguard staff
- Assist staff training in operations and safety procedures; implements procedures and standards
- Assist in scheduling all swim pool employees and properly recording hours.
- Instill attention to safety among lifeguards, as well as pool members and guests
- Administer First Aid, CPR, and other emergency and safety procedures, as required
- Performs routine pool area maintenance as required; and ensures the cleanliness of facility, such as the pool, restroom, shower area, first aid room, and office space.
- Require all patrons to follow personal health and safety regulations as formulated by the NJ Department of Health and the Township of Morris Health Department
- Knowledge of the aquatic programs, procedures, policies, and general information
- Listens and responds to patrons' needs for assistance or information and provides the public with general information, in person and over the phone
- Respond to patron and staff complaints and problems
- Able to communicate with guests and staff in a professional manner
- Investigates complaints and accidents and immediately informs the Pool Manager and Director of Parks and Recreation
- Tests the temperature, chlorine, and PH values of the pools on an hourly basis
- Complete and/ or approved required safety checklists, logs and reports.
- Collects, counts, and records pool receipts from daily swim pool passes and swim lessons in receipt books at the end of each day.

MINIMUM QUALIFICATIONS

- Associates degree recommended
- Must possess a valid government issued ID and Social Security Card

- Required to submit to a background check
- Minimum of two (2) seasons of lifeguarding and or related aquatic experience.
- Current certification in ARC Lifeguarding or equivalent; desired
- Current certification in American Red Cross First Aid and CPR/ AED
- CPO Certification; preferred

EXPECTED WORK HOURS

- Some pre-season hours for pool set-up and staff training required
- Typically, 40 hours per week in- season
- Part-Time work arrangements may be available

PHYSICAL DEMANDS AND WORKING CONDITIONS

- Frequently required to stand, walk, talk, hear, sit, and balance
- Ability to regularly use hands to handle, feel, or operate objects, tools or controls and to reach with hands and arms
- Routinely must lift, move and carry up to 25 pounds and occasionally up to 50 pounds
- Must be able to endure temperatures ranging from cool to extreme heat