POOL MANAGER

TOWN OF GORDONSVILLE, VIRGINIA is currently accepting applications for a part-time Pool Manager for the 2020 swim season at Dix Memorial Pool. Job duties and responsibilities are available upon request and are also on the Town of Gordonsville website at www.townofgordonsville.org.

The Pool Manager is responsible for overseeing the day-to-day operations of the pool, including but not limited to scheduling/supervision of lifeguards, managing concessions and ensuring proper maintenance and operation of pool infrastructure. The ideal candidate for Pool Manager should be someone who is energetic and motivated with strong communication, organizational, and leadership skills. Certified Red Cross Lifeguard and Certified CPR/First Aid are preferred.

Dix Memorial Pool is open from Memorial Day weekend through Labor Day at least six days per week from late May through mid-August and weekends-only after the Orange County public schools summer break. Work will be daytime, some evenings, weekends, and holidays.

Salary based on experience. Application forms are available at Town Hall and on the Town’s website at www.townofgordonsville.org. Completed applications should be directed to: Deborah Kendall, Town Manager, Town of Gordonsville, P. O. Box 276, Gordonsville, Virginia 22942. Positions are open until filled. Inquiries may be emailed to the Town Manager, Deborah Kendall, at dkendall@gordonsville.org. EEO.
GENERAL STATEMENT OF DUTIES: Performs responsible, professional specialized work as it pertains to public safety and recreational work in pool operations, supervision of aquatic staff, administrative paperwork, preventing injuries, enforcing rules, and effectively communicating with the general public. Position requires the ability to perform rescue techniques and emergency care procedures and the ability to perform all pool maintenance procedures correctly.

DISTINGUISHING FEATURES OF THE CLASS: This is highly responsible work. Performs numerous varied administrative tasks to help maximize the efficiency of the Town’s aquatic facility. Requires the exercise of considerable judgment in adapting to new work procedures and new situations. Interacts frequently with the public. Work is performed under the general supervision of the Town Manager.

ESSENTIAL FUNCTIONS OF POSITION: (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assumes direct responsibility for coordinating with the Town Public Works Director the maintenance and operation of the lighting, filtration, sanitation, and overall safety of the facility.
- Plans, directs, supervises and participates in the general aquatic activities.
- Directs and supervises the collection of fees and concession sales, prepares daily records of receipts and submits to Town Treasurer’s Office in accordance with organization’s policy.
- Maintains, analyzes and submits pertinent records with respect to daily patron admissions and revenue, sanitary water conditions (chlorine and pH readings), water back-washing, accidents, rescues and assists, and first aid.
- Develops, promotes and supervises a diversified aquatics program for all ages in accordance with community needs.
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES: Comprehensive knowledge of general swimming pool operation, including sanitation and maintenance requirements, backwashing/filter maintenance, chemical application/testing, safety, and public relations. Thorough knowledge of swimming pool cash management operations and recordkeeping; application of lifesaving and first aid techniques; and of rules and regulations pertaining to pool use. Ability to perform a broad range of supervisory responsibilities and to work independently within the established policies and procedures of the department; maintain accurate financial records and submit necessary reports; work cooperatively with staff and public; and enforce pool rules and regulations.

ACCEPTABLE EXPERIENCE AND TRAINING: Graduation from high school or possession of GED. Prior managerial experience. Minimum of two (2) years life guarding experience preferred. Valid certificate in American Red Cross (ARC) Lifeguard training standard First Aid, CPR for Professional Rescuer, and American Red Cross water instructor certificate or equivalent preferred. Pool is open seven days per week from late May through mid August and will be open weekends only after the public school summer break until Labor Day. Work will be daytime, some evenings, weekends, and holidays.