



**Jurupa Area Recreation and Park District**  
**Pool Manager**  
**Job Description**

**Job Description:**

**Job Title:** Pool Manager (Seasonal/Temporary)  
**Department:** Recreation  
**Reports To:** Recreation Coordinator/Supervisor  
**FLSA Status:** Non-Exempt  
**Approved By:** Board of Directors  
**Approved Date:** December 13, 2018  
**Pay Range:** \$15.16 - \$18.47 / hour

**SUMMARY**

Under direction, manage the operation of the Swimming Pool; and related work as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

Plans and schedules the operation of the swimming pool

Assigns and reviews the work of subordinates at the direction of the Recreation Coordinator/Supervisor

Assists the Recreation Coordinator/Supervisor in conducting in-service training programs and conducts alertness tests for guards and staff

Including cash receipts and turns money over to appropriate personnel

Prepares and submits daily reports, temperature, chlorine and acid content

Watches for unsafe conditions or practices and recommends corrective action

Supervises the development of special programs

Enforces departmental rules and regulations governing the use of the swimming pool.

**SUPERVISORY RESPONSIBILITIES:**

Directly supervises all aquatic staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.



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#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Candidates 18 years and older must pass a Criminal Background check.

#### EDUCATION and/or EXPERIENCE

High School diploma or general education degree (GED). Three seasons experience as a Lifeguard and Instructor, one season of which is comparable in type/level to at least that of a Lifeguard/WSI. NOTE: One season is equivalent to 400 working hours.

#### LANGUAGE SKILLS

Ability to read and interpret documents and safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

#### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

#### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited, standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### CERTIFICATES, LICENSES, REGISTRATIONS

Current American Red Cross Lifeguarding and First Aid Certificate, or equivalent. American Red Cross CPR for Professional Rescuer Certificate, or equivalent. Water Safety Instructor Certificate. Candidates will need to complete Title 22 Training. Possession of a Lifeguard Instructor Certificate is desirable.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear; and taste or smell. The employee frequently is required to stand; walk; sit and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Jurupa Area Recreation and Park District is an Equal Opportunity Employer.



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