

The Little Dipper Pool

Pool Manager

Vacancy Posting

Summary:

The Little Dipper Pool is a membership only pool located in the Skyway neighborhood, serving the Skyway community and surrounding neighborhoods. With the assistance of the pool board, the pool manager's primary role is to oversee the day-to-day operations of the pool during the pool season. During the off season, the pool manager assists with all opening and closing responsibilities and attends all board meetings.

Description:

- Hire lifeguards for the upcoming season to include reviewing applications, schedule and conduct interviews, and make recommendations for hire.
- Process all required employee paperwork for lifeguards including certifications, tax forms and gather proofs of identity.
- Create shift schedules for lifeguards and managers. Schedule staff accordingly.
- Order lifeguard uniforms for the upcoming season.
- Conduct the beginning of the year lifeguard training and ongoing training as necessary throughout the pool season.
- Plan and conduct in-service trainings for the staff at least once a month.
- Assign lifeguards tasks and duties when not on stand.
- Maintain the processes and protocols for running the pool.
- Keep accurate record keeping as required.
- Engage and interact with the members. Answer membership questions and concerns.
- Be available, when possible, to answer calls and respond to text messages when not at the pool regarding lifeguard questions, concerns, or any other pool emergencies.
- Promote and enforce water safety protocols. Ensure the safety of all pool users and enforce pool rules and policies.
- Oversee the cleanliness of the facilities to include restrooms, grounds, pool deck, and lifeguard buildings.
- Plan and organize swim lesson sessions to include training of guards, schedule levels and classes, arrange member signup and collect payment.
- Assist with the volleyball league as needed.
- Maintain, oversee, and monitor pool chemical levels, to include taking samples to pool vendor on a regular interval and make any recommended changes.
- Ensure pool chemical levels are checked daily at regular intervals and logged correctly. Make necessary adjustments as needed.
- Work with maintenance and pool vendor to resolve any issues with pool levels.
- Purchase and maintain the inventory of the snacks and beverages to be sold. Price food appropriately and program in POS system.
- Purchase and maintain the inventory of office supplies, cleaning supplies, paper goods (toilet paper, paper towels, utensils, napkins etc), propane and chemicals.
- Take inventory weekly and restock as needed.
- Work with the maintenance team on regular pool upkeep and needed repairs.

- Perform minor maintenance and grounds work as needed. Assist maintenance with pool repairs and basic upkeep as needed.
- Alert maintenance team of any other required maintenance of the pool.
- Attend board meetings and provide a pool update as needed.
- Assist with all LDP events to include scheduling of guards and assisting of games.
- Maintain the LDP calendar to ensure the information is correct and updated.
- Maintain good fiduciary practices to include processes for collecting money, reconciling money daily, programming of POS system to record all sales.
- Communicate with the board of directors of any concerns or problems.
- Assist with all activities to ensure the pool is ready for opening day.
- Assist with all activities to effectively close and winterize the pool.
- Other duties as assigned.

Skills/Abilities:

- Conflict resolution skills
- Ability to manage staff effectively
- Good communication skills
- Must have excellent organization and be detail oriented
- Good with computers and various computer programs
- Excellent customer service skills

Qualifications:

- Lifeguard certified preferred
- APO certified within 3 months of hire (paid by LDP)
- CPR/first aid certification
- Previous lifeguard experience preferred
- Previous manager experience preferred

Salary:

- \$20 - \$22 / hour
- Free membership
- Pay will be based on applicable experience

Apply:

- Submit a letter of interest and a resume to: thelittledipperpool@gmail.com

Timeline:

- Last day to apply February 7, 2025
- Interviews to be held the week of the week of February 10th
- Official start date on or around March 1, 2025

For questions, please call Natalie Morin 719-492-3102 or Jeff Vaughn at 719-201-4562