

Job Description of Pool Manager

Job Title: Pool Manager

Mission: The mission of the Greeley County Recreation Program is to provide support for recreational and health and wellness programs for citizens of all ages that encourage social skills, physical skills, sportsmanship, and, support the vision for Greeley County : a ‘ vibrant, friendly, innovative, well-planned community with citizens’ health and happiness in mind.’

Duties: The Pool Manager for Greeley County will keep, first and foremost in their mind, the health and safety of citizens who swim. The manager shall operate the pool in an efficient and economical fashion, which meets the public’s need while insuring their safety.

Skills Required: The Greeley County Pool Manager must possess certain skills to accomplish the wide-range of duties pertaining to the position. Manager must be a self-starter with a positive attitude. They must possess good leadership and organizational skills, and knowledge of fundamentals of group activities, water safety, etc. Communication skills, which include telephone, person-to-person and basic personnel management are a must. Bilingual skills would enhance the position. They must be willing and able to work with people of all ages.

Specific Job Duties:

- Schedule daily vacuuming of pool
- Report any maintenance required; equipment, etc to commissioners
- Check PH & chlorine levels daily
- Prepare and enforce a work schedule for lifeguards
- Hire & manage lifeguards
- Provide for four lifeguards when the pool is open
- Schedule events at the pool for all ages
- Work with the Recreation Director for swim programs
- Operate concession stand; returning monies on a daily basis to county treasurer
- Maintain pool for cleanliness
- Ensure pool is open for business as scheduled
- Keep log of admissions and programs

Education and Licensure: High School graduate, with some college, experience working with youth and recreational programs. Applicant must be a certified lifeguard or willing to become one.

The Greeley County Summer Recreation program stresses the importance of community through this program. We hope to provide local recreational opportunities for youth and their families. We are also committed to supporting local merchants when possible in the purchase of materials and supplies.

Accompanying documents include lifeguard job description.