

BOROUGH OF CARLISLE EMPLOYMENT OPPORTUNITY

The Borough of Carlisle is dedicated to providing a diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to actual or perceived race, color, religious creed, ancestry, sex, national origin, disability, sexual orientation, gender identity or gender expression.

JOB DESCRIPTION

Class Title: Assistant Pool Manager (Seasonal)
Department: Parks and Recreation
Location: Carlisle Community Pool, 1236 Franklin Street

GENERAL PURPOSE

Perform administrative, supervisory and professional work in the operation and maintenance of a municipal swimming pool and in coordinating various aquatics programs working directly with the Recreation/Pool Manager.

SUPERVISION EXERCISED

Supervise seasonal lifeguards, instructors, attendants, and volunteers, as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage and supervise assigned operations to achieve goals within available resources.
- Plan, organize and assign workloads and staff assignments.
- Train, motivate and evaluate staff; review progress and direct changes as needed.
- Communicate pool policies and procedures to staff and to the general public.
- Assist in the management of any admission related activities; operation, inventory, ordering, and staffing.
- Assure effective and efficient use of budgeted funds, personnel, materials, facilities, and time in coordination with the Pool Manager.
- Issue written and oral instructions to subordinates.
- Examine work for neatness and conformance to policies and procedures; expedites workflow.
- Maintain harmony among workers and resolves grievances.
- Perform or assist subordinates in performing duties; adjusts errors and complaints.
- Assist the Pool Manager in preparing attendance, accident/incident, and routine accounting reports.
- Oversee the preparation of first aid, incident , water contamination and other routine daily reports
- Direct the patrolling of the pool, and the enforcement of safety rules and regulations.
- Supervise activities for persons engaged in aquatics programs.
- Monitor pool filtration system. Monitors pool water chemistry through testing of

water samples. Immediately notifies Pool Manager.

PERIPHERAL DUTIES

- Assist in the maintenance of the swimming pool.
- Work as a lifeguard and/or attendant as needed.
- Assist Pool Manager in tracking revenues and expenses.
- Coordinate schedules and maintains related records and statistics for programs and personnel at the swimming pool.
- Promote interest and provide information regarding aquatic programs to the general public.
- Assure that assigned areas of responsibility are performed within budget.
- Perform a variety of miscellaneous duties such as answering telephones, running errands, picking up supplies, making arrangements for rental and use of pool, helping set up for classes and events, cleaning and upkeep, etc.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- An equivalent, combination of education and experience demonstrating the ability to operate a municipal swimming pool.
- High school diploma or GED (preferred).

Necessary Knowledge, Skills and Abilities:

- A. Skill in operation of listed tools and equipment.
- B. Ability to develop, coordinate, and direct varied activities involved in aquatic programming.
- C. Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- D. Ability to communicate effectively orally and in writing.
- E. Ability to plan and supervise the work of paid staff and volunteers.
- F. Ability to arrive to work on time and be ready to begin work at the start of his/her shift.

SPECIAL REQUIREMENTS

- Current Lifeguard, CPR and First Aid Training (preferred).
- WSI (Water Safety Instructor) certification (preferred).
- Aquatic Facility Operator or Certified Pool Operator certification (preferred).
- PA Pesticide Applicator's License (preferred).
- Valid Child Abuse Clearance (need prior to first day of work).
- Valid Criminal Background Clearance (need prior to first day of work).
- Valid FBI Fingerprint Clearance (need prior to first day of work).
- Child Protective Services Disclosure Statement for Provisional Employment.
- Mandated Reporter Training certificate (current within 5 years)
- Clearances from other employers or are valid for 5 years after date of completion.
- Valid PA driver's license or the ability to obtain one upon hire.

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 frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.