



TOWN OF MONROE

PARKS & RECREATION DEPARTMENT

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Director of Parks & Recreation
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JOB DESCRIPTION

Job Title:

Pool/Lake Manager

Reports To:

May report to Director of Parks and Recreation and/or Recreation Program Supervisor

Department:

Parks & Recreation

Union Affiliation:

N/A

FLSA Classification:

Non Exempt (Seasonal)

DESCRIPTION

I. Job Summary

Assists with the day-to-day operations of the indoor pool use at Masuk High School (during summer season) and the outdoor pool and lake complex at Wolfe Park.

II. Essential Duties and Responsibilities

- On site management of day-to-day operations of aquatic facilities.
- Assist with the supervision, scheduling and training of all Admissions personnel and aquatic staff.
- Assist in determining the opening and closing of aquatic areas with respect to weather or other health and safety issues.
- Handle customer related issues and concerns.
- Recommend purchases and monitor inventory of safety supplies and equipment.
- Foster an atmosphere of trust and openness to all members.
- Covers assigned areas of pool/beach and patrol locker rooms.

- Observe and monitor aquatic patrons enforcing all rules and regulations to minimize or eliminate accidents and hazardous situations.
- Perform and administer emergency first aid when necessary.
- Perform any other duties which are necessary to operate and/or maintain the Department's facilities.

III. **Minimum Qualifications**

- A. Education: College degree in Recreation or Management preferred.
- B. Experience: Minimum of age of 21. Must have at least 6-12 months prior experience in public customer service and managing the needs of diverse customers.
- C. Skills and Abilities: Must hold current or be willing to obtain certifications in First Aid/CPR and Lifeguarding, WSI (Water safety Instructor), AED or other equivalents. Must have ability to monitor all activities at Monroe's aquatic facilities. Must have maturity, good judgment and leadership qualities. Willingness to work as part of a team.

IV. **Physical Requirements**

Ability to travel to from all of Monroe's aquatic facilities. Ability to move about facilities in order to monitor all activities.

V. **Work Environment**

Nearly 100% of time spent at indoor pool environment as well as outside pools and beach. Summer time work including nights and weekends with minimal time off.