

**Richland Center Parks and Recreation Department**  
**Pool Manager**  
**Position Description and Job Responsibilities**

**Job Requirement / Prerequisite:** Current certification in Lifeguard training, CPR for the Professional rescuer, First Aid, and some knowledge in pools. Not required but desirable a Certified Pool Operator (CPO) certificate. Employee is obligated to remain current of their certifications while employed at the pool. Also individual must be 15 years of age to work as a Lifeguard in the State of Wisconsin. Pay Depends on Qualifications.

**Supervision:** The Pool Manager reports to the Parks and Recreation Superintendent.

**Other Guidelines Responsibilities include:**

- Participate / conduct in preseason staff orientation / training program.
- As needed: attend / conduct weekly staff meetings and inservices that address special areas of concern or assistance to staff.
- Staff training: knowledge about the facility, admissions, concessions, and emergency procedures, emergency medical care, and on going training throughout the summer.
- Care of all equipment, supplies, records, facilities.
- Follow all Parks & Recreation policies and procedures.
- General morning maintenance and cleanliness of the Aquatic Center.
- Good Public relations
- Water Chemistry maintenance, including chemical ordering and water chemistry. (Bringing it up to date where it's at and making daily recordings.)
- Helping in assisting with vacuuming the pool and general morning maintenance.
- Financial responsibilities, daily accounting of drawers being balanced, daily accounting of the pool pass money, and monthly reports of the money.
- On-site Supervision.
- Scheduling Lifeguards and pool office / concession workers.
- Being on call when problems arise.
- Staff knows they may contact the pool manager when pH levels or chlorine level is low etc.
- Pool shocking when needed.
- Run errands for necessary supplies / chemicals.
- Knowledgeable of the operations of the pool.
- Fill out the necessary paper work for the State of Wisconsin that needs to be done daily and submitted monthly.
- Payroll - Know and abide by minor rules and regulations.
- Return any keys to the Director before final checks are distributed.
- Payroll checks will be issued every two weeks.
- Organize and run special events throughout the summer
- Take care of the general pool area with picking up trash and emptying trash receptacles.
- Blood Borne Pathogens training staff (1-2 hours).
- Provide an annual report at the end of the season.
- Take care of start up and close up of the pool for the season.
- Maintaining pop machines.
- Making a safe and friendly environment for all at the Aquatic Center.
- To report sickness: If sick and can not report to work contact the Parks and Recreation Superintendent.