

## Menlo Aquatic Center Job Descriptions - 2018

### Pool Manager

The position entails entire responsibility of aquatic and bathhouse employees. The pool manager will be responsible for all operations, as well as supervising, educating, evaluating, scheduling, and ensuring safety of both employees and patrons at Menlo Park Pool and Second Street Baby Pool at all times during the season. The pool manager must be able to lift at least 50 pounds and have experience handling all pool chemicals. They must be a Certified Pool Operator and have a Pennsylvania Certified Pesticide Application License. The pool manager will maintain all equipment, water quality, overall aquatic center cleanliness, and pool programming. The pool manager must be able to make accurate financial reports at the end of each night and perform audits. They will need to take direction from the Perkasio Borough Parks and Recreation Director and complete all assigned tasks. They must have two years of experience as an assistant pool manager or head lifeguard. They must be lifeguard, CPR/AED, and first aid certified before the start of the season.

### Assistant Pool Manager

This position entails responsibility over all aquatic and bathhouse employees. The Assistant Pool Manager will be responsible for all operations, as well as supervising, evaluating, scheduling, and ensuring safety of both employees and patrons at Menlo Park Pool and Second Street Baby Pool during their scheduled time of work. They must be able to lift at least 50 pounds and have experience testing pool water quality. They must fulfill all of the pool manager's job descriptions when the pool manager is absent. They will need to be able to make accurate financial reports and perform audits. They must insure that the entire facility is kept clean and safe. They will need to take direction from the Perkasio Borough Parks and Recreation Director as well as the Pool Manager and complete all assigned tasks. They must have two years of experience as a head guard or lifeguard. They must be lifeguard, CPR/AED, and first aid certified before the start of the season.

### Head Guard

This position entails responsibility over all lifeguards. This position requires someone who is organized and can communicate effectively with their peers. They will need to make the lifeguard rotation each day, make sure lifeguards are completing opening and closing jobs, and they will need to perform swim tests every hour during their shift. This position requires you to learn how to test water qualities of the pool and learn how to backwash and change filter baskets. Head guards will need to ensure that the grounds are kept clean around the pool areas as well as bathrooms. They will need to take direction from the Pool Manager as well as the Assistant Pool Managers and complete all assigned tasks. Head guards must have at least two years experience as a lifeguard and must be lifeguard, CPR/AED, and first aid certified before the start of the season.

## Lifeguard

Lifeguards will enforce all pool rules to patrons. Lifeguards are required to clean the entire facility, including pools, deck areas, first aid room and bathrooms. This position requires a team player and someone who can communicate firmly and tactfully with the public. They must be able to sit on a stand for up to an 8 hour rotation with a 1 hour break. They will need to take direction from the Pool Manager, Assistant Pool Managers, and head guards while completing all assigned tasks. Lifeguards must be lifeguard, CPR/AED, and first aid certified before the start of the season.

## Deck Attendant

Deck Attendants will enforce all pool rules to patrons. DAs are required to clean the entire facility, including deck areas, first aid room and bathrooms. This position requires a team player and someone who can communicate firmly and tactfully with the public. They must be able to sit on a deck for up to an 8 hour rotation with a 1 hour break. They will need to take direction from the Pool Manager, Assistant Pool Managers, and head guards while completing assigned tasks. DAs must have CPR/AED and first aid certifications before the start of the season.

## Bathhouse Attendant

This position requires good financial handling, customer service skills, and organization. All Bathhouse Attendants are required to keep the entire bath house clean and organized, including the bathrooms. They will need to lift at least 50 pounds and be able to restock shelves. Bathhouse Attendants must be knowledgeable in basic computer programs including excel and word. They are required to learn all pool rules and learn all of the information in the Perkasi Borough Parks and Recreation Guide that involves Menlo Aquatic Center in order to fully answer patrons' questions. They will need to take direction from the Pool Manager as well as the Assistant Pool Managers and complete all assigned tasks. They must have CPR/AED and first aid certifications before the start of the season.