

**Town of Pound Ridge  
Recreation & Parks  
Assistant Pool Director - Afternoons**



Resume and cover letter deadline: Friday February 27th, 4:00 PM.

Email to [RECjobs@townofpoundridge.gov](mailto:RECjobs@townofpoundridge.gov)

**Salary Range: \$25-\$30 Per Hour**

**Preferred Red Cross Lifeguard, First Aid, CPR & AED Certified.**

**Must be 21 years of age or older.**

**Pre-Season Dates: April 1st- May 21st.**

**Pool Season Dates: May 22nd-Sept 7th.**

Town of Pound Ridge Pool Director oversees all aspects of a swimming pool's operations, including staff management, safety enforcement, and facility maintenance to ensure a safe, clean, and efficient environment for patrons. Key duties include creating staff schedules, hiring and training lifeguards, monitoring water quality and chemical levels, and enforcing facility rules. They are also responsible for administrative tasks like record-keeping, managing budgets, and sometimes organizing pool events.

**Pre-Season**

Assistant Pool Director in preseason work that may include:

1. Manage new staff paperwork.
2. Add new employees to When I Work.
3. Weekly reminder emails regarding orientation and drills.
4. Manage recertifications and updating certification binder. At no point should a Lifeguard be sitting with an expired certification.
5. Check in with the Recreation Department weekly.
6. Manage pool opening setup

### **Assistant Director Schedule**

1. 5 Days a week, minimum of 35-40 hours per week at the pool facility. Vacations must be submitted before the start of the season.
2. Adjust schedule to be available during pool events such as; Swim Team Meets, Nights in the Park, Poolside Concerts, ect.

### **Day to Day**

1. Supervise Head Guards, Lifeguards & Booth Guards.
2. Ensure opening & closing shifts have been completed and signed off daily.
3. Ensure chemical testing has been done 3 times per day.
4. Training of staff and identifying those who may need more skill work.
5. Communicate immediately with maintenance staff AND recreation staff if any pool or bathroom issues occur.
6. Injury write ups when accidents occur.

### **Evaluations & Write Ups**

1. Assist the Pool Director in documentation and filing or write ups and mid season evaluations. Two staff evaluations must be completed during the season, and filed in a timely manner with the Recreation Department. Evaluation #1 by June 26th, Evaluation #2 by August 7th.

### **Orientation & In Service Drills**

1. Attendance at ALL Orientation and In-Service dates.
2. Take attendance and notes regarding places of improvement.
3. Implementation, planning and scheduling of all weekly in-service drills.