

**Town of Pound Ridge
Recreation & Parks
Pool Director**



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

Email to RECjobs@townofpoundridge.gov

Salary Range: \$30-35 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 & Hiring

1. Conduct phone/zoom/in person interviews with all new staff; lifeguards & booth guards.
2. Assist in the Recreation Office during preseason (April-May);
 - a. Manage new staff paperwork.
 - b. Add new employees to When I Work.
 - c. Weekly reminder emails regarding orientation and drills.
 - d. Manage recertifications and updating certification binder. At no point should a Lifeguard be sitting with an expired certification.
 - e. Check in with the Recreation Department weekly.

- f. Manage pool opening weekend setup.

Orientation & In Service Drills

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.

1. Attendance at ALL Orientation and In-Service dates. Supervision of in-service drills throughout the season. Take attendance and notes regarding places of improvement.
2. Keep attendance records.

Day to Day

1. Supervise Head Guards, Lifeguards & Booth Guards.
2. Ensure opening & closing shifts have been completed and signed off on 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.

Scheduling

1. Follow the Recreation Department Pool Handbook dates in releasing the schedule in a timing manner.
2. Work side by side, with the Camp Aquatics Director regarding the scheduling and supervision of Camp Guards.
3. Ensure that there are not more than two 15 year old lifeguards scheduled at one time.
4. Extra guard on schedule during special events or swim meets.
5. Ensure 1 Director is on staff at all times.

Director Schedule

1. 5 Days, minimum of 35-40 hours per week at the pool facility. 5-10 hours of computer work can be done outside of the pool. 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.

Evaluations & Write Ups

1. The Pool Director is responsible for communicating with the Recreation Department when a write up, or a meeting with a guard or booth guard occurs. Documentation MUST

be handed in the Recreation Department after being signed by both the employee and supervisor.

2. 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.