



## Lifeguard Manager Job Description

### Summary:

The Lifeguard Manager supervises and directs all Pine Bluff Pool Lifeguards, ensures the safety of Pine Bluff Pool patrons and promotes order through procedure creation, administrative duties, facility upkeep, and delegation to Lifeguards and Lifeguard Assistant Manager under the supervision of the Pine Bluff Pool Board of Directors..

### Position Type:

Part-time (approximately 20 hours per week), hourly, non-exempt

### Qualifications

- 18 years of age or older
- Previous supervisory experience a must
- Experience developing team cohesiveness
- Possess the heart of a coach, mentor, or teacher
- Demonstration of strong leadership and motivational abilities
- Experience in customer service or working with the public
- Collaborative and creative
- Logistical experience with scheduling or organizing staff work hours
- Availability to work mid-May through Labor Day
- Red Cross CPR/AED certified

### Description

#### Management

- Works with the Board of Directors to develop standard policy and procedures

- Responds to board member meeting issues in a timely manner
- Coaches lifeguards for performance improvement, as needed, and documents same
- Reviews and approves lifeguards' completed timesheets
- Works with board of directors to recruit, interview, select, hire, and employ employees
- Coaches, mentors and develops staff, using a performance management and development process that encourages employee contribution and includes goal setting and feedback.
- Empowers employees to take responsibility for their jobs and goals. Delegates responsibility and expects accountability and regular feedback. Directs lifeguards in daily duties and prepares checklist of chores to be performed
- Fosters a spirit of teamwork and unity among lifeguards with expeditious conflict resolution
- Consciously create a workplace culture that is consistent with the Pine Bluff's mission, vision, values and guiding principles
- Provides effective performance feedback through disciplinary action, with the assistance from the board of directors, when necessary
- Maintains employee work schedules including assignments, job rotation, training, vacations and paid time off, telecommuting, cover for absenteeism, and overtime scheduling
- Maintains transparent communication with lifeguards and the board of directors. Attend board of directors meetings throughout the summer.

#### Safety and First Aid

- Maintains member and pool safety in the water and on pool property
- Responds to emergencies to the extent of his/her training and certifications
- Enforces pool rules and regulations consistently and with tact

#### Facility Upkeep

- Oversees proper upkeep of facility to ensure safety and satisfaction of members
- Monitors inventory of pool chemicals and cleaning supplies and reports to the board of directors
- Inspects all pool facilities and maintains good order
- Reports any needs or deficiencies to the board of directors

#### Member Services

- Prepares daily deposit of concession and guest fees

- Inventories and prepares shopping list for needed concessions and office supplies
- Provides necessary member communication in conjunction with the board of directors
- Opens and closes pool as needed
- Acts as the pool's goodwill ambassador to all members and guests
- Checks in members and guests
- Receives and properly accounts for membership and guest fees
- Runs concession sales
- Oversees concession inventory daily

#### Other Duties

- Organizes swimming lessons in collaboration with the board of directors and completes related paperwork
  - Acts professionally and responsibly at all times while on the job
  - Reads, reviews, and signs off on the Pine Bluff Employee Disciplinary Action Plan
  - Does not have books or electronic devices in use while on duty
  - Performs other job-related duties as assigned
  - Informs superiors of situations beyond job scope
-