

**Job Title:** Seasonal Pool Manager  
\$16-\$20/hr

**Summary:** Under the direction of the Aquatics Director primary duties include supervision of deck and guard rotation, guest service, staff supervision, lesson program administration, general pool maintenance, management of pool chemicals and handling the addition of chemicals to the pools and other pool related duties. Position requires working evenings, weekends, holidays and requires ability to travel to work at all Stapleton swimming pool locations.

**Functions:**

- Schedules aquatic staff to meet usage patterns of pool area. Monitors and manages guard rotation to accommodate any number of swimmers, for optimal safety.
- Performs and manages all daily registration, admission records, and cash handling procedures.
- Ensures facility cleanliness and safety. Monitors circulation, filtration, and water temperature. Ensures daily vacuuming, chemical testing, and statistical checklists are completed. Works closely with Aquatic Director and Facilities Manager to maintain consistency with pool mechanical operations.
- Maintains professionalism and confidentiality. Supports and models healthy communication between employees and guests. Assists in training, coaching, and maintaining team work strategies to motivate aquatic staff
- Coordinates Progressive Swim Program including marketing, training staff, evaluation of instructors and daily communication. Prepares lesson plans as needed, insure instructor communication by overseeing progress reports, report cards, and parent evaluations. Assigns instructors and instructor aids to appropriate levels for the various age groups, and levels of ability. Teaches classes as needed both as a substitute and a regularly schedule lesson instructor to keep standards high.
- Conducts random skill audits and guard observations. Coordinates and conducts in-service training for lifeguard staff.
- Spends majority of daily shift on or around pool deck. May be scheduled in guard rotations. Monitors staff and all activities in swimming pool area, ensures that all staff on duty is familiar with facility EAP and able to complete all rescues required to assist with swimmers in danger of drowning. Ensures that all staff has the ability to perform first aid when necessary and follows through with reporting processes.
- Follows through with all incident/accident reports and makes immediate changes if required to ensure safety.

**Education, Experience and Formal Training:**

Candidates must be at least 18 years of age, with a high school diploma or G.E.D is required. Minimum two years' experience as a lifeguard at a public pool. Experience overseeing a large swim lesson program preferred

**Certifications:**

Current CPR/PR, and Lifeguard Training certification.

---

8351 E Northfield Blvd • Denver CO 80238 • (303)388.0724 • (303)388.1673 fax • [www.stapletoncommunity.com](http://www.stapletoncommunity.com)

# Master Community Association

