## Pool Manager

Job Description for the Triangle Pool Manager of Operations

Triangle Pool is a family-orientated, community-run pool located in the Enetai neighborhood of Bellevue, WA. The pool, which is open during the late spring and summer, offers individuals and families a fun, safe environment to socialize and enjoy aquatic activities.

**Employment Schedule:**

**Part-time/weekends in May through mid-June, full time through Labor Day**

**Job Purpose/Overview**

**The Swimming Pool Manager is responsible for the efficient and effective operation of the Triangle Pool swimming pool, including scheduling and supervising pool staff, routine maintenance, scheduling of pool activities and the financial accounting for all admission fees and other charges collected in connection with pool operation**

**Key Responsibilities:**

* **Assign, schedule and supervise the work of lifeguards and other pool staff**
* **Plan, organize, direct and manage pool activities**
* **Support the Swim Lessons Manager**
* **Supervise in-service training for all personnel, including pre-season meetings covering policies and procedure of Triangle Pool**
* **Supervise health and safety factors of the pool**
* **Schedule all events held at the pool and keep pool calendar up to date**
* **Assume direct responsibility for the maintenance and operation of the lighting, filtration, sanitation and overall safety of the facility**
* **Assists with the activities of the swim club, including swim meets and practices**
* **Maintains personnel records and prepared necessary reports of time worked, assignments and personnel requirements**
* **Promote pool membership; help the Board of Directors retain members**
* **Display Professional behavior when representing Triangle Pool (interacting with members, swim meets, events at the pool, etc.)**

**Required Knowledge and Abilities**

* **Knowledge of swimming techniques and lifesaving**
* **Knowledge of swimming pool hazards and safety precautions**
* **Knowledge of the principle and practices of public recreation as they relate to swimming pool operation**
* **Ability to plan, organize, and direct a recreational program in swimming for both adults and children**
* **Ability to train and supervise personnel engaged in swimming pool operation**
* **Ability to prepare reports, manage inventory and order supplies**

**Licenses/Certificates**

* **Current Cardiopulmonary Resuscitation for the Professional Rescuer (CPR/FPR) certification**
* **Current First Aid (Title 22) certificate**
* **Current Water Safety Instructor’s Authorization Certificate (WSI)**
* **Certified Pool Operator certification a plus**

**Education and Experience**

* **High School diploma or General Educational Development (GED) Certificate**
* **Three full seasons (approximately 1140 hours) of work in swimming pool management, lifeguarding, swimming instruction or related activity**

TO APPLY SEND RESUME AND 3 REFERENCES TO the Triangle Employment at [employment@trianglepool.org](about:blank)