

Village of Schiller Park Recreation Department Pool Manager (Seasonal)



The Pool Manager is responsible for managing the pool operations and employees, for the daily and seasonal opening/closing the pool, and for the overall day to day oversight of the activities at the pool. This will require an average of 30 hours per week. An individual with commitment to health and safety is a major concern to the Village and our residents.

Core Responsibilities for this position include, but may not be limited to the following:

- Prepares schedules, hires, and trains staff.
- Supervises lifeguards, attendants, and admissions staff.
- Prepares bi-weekly payroll records for all staff.
- Responsible for customer service at the pool including troubleshooting any issues that arise and enforcing facility rules and policies.
- Inspects equipment and water slides for damage and safety issues, and ensures repairs and maintenance requested when necessary.
- Ensures quality of pool water, performs required testing to maintain additives and maintains required test records.
- Maintains records of daily attendance and completes written accident reports to document rescues, injuries, and other major incidents immediately after an accident occurs.
- Assures safe handling of all financial transactions according to Department procedures.
- Assures compliance with all state and local regulations regarding swimming pools and lifeguards.
- Makes recommendations on how to improve the pool's procedures.
- Performs the duties of a lifeguard/attendant when required due to staff shortages.

Minimum Qualifications:

- Minimum age requirement of 18 years, graduation from high school or GED.
- Three (3) seasons of aquatics experience as a Lifeguard and one (1) year of leadership experience in Aquatics.
- Valid American Red Cross, Ellis and Associates or StarGuard ELITE Lifeguard Instructor Trainer Certification
- A valid American Red Cross Lifeguard/First Aid/CPR/AED Certificate
- Aquatic Facility Operator or Certified Pool Operator Certification preferred

Salary:

- \$18-\$22 per hour depending on experience

If you are sincerely interested in this opportunity and meet the qualifications and experience required, please print off and complete the employment application on our web site and return to Human Resources: dschmidt@schillerparkil.us by April 9, 2021.