**Willow Creek Park District**

**Pool Manager**

**Seasonal Position (some part time training from January to May, with full-time seasonal starting June-Sept)**

**Start immediately for part-time training in January 2025**

**$20-23/hour or DEQ**

**General Statement of Duties**  
The Pool Manager is responsible for the development, supervision, oversight and operation of the water park including all facets of effective aquatic programming that serve the needs of the Willow Creek Park District community. These aspects include, but are not limited to:

* the selection, training and supervision of staff.
* development, oversight and management of a comprehensive aquatic risk management program.
* staff scheduling and facility bookings.
* Effectively oversees financial departmental management.
* adheres to District policies and procedures and the State of Oregon Health Department Public Swimming Pool/Spa Rules.
* Exercises professional judgment with considerable latitude for independent action in all phases of job responsibilities.

**Supervision Received**  
Works under the supervision of the Park District general manager and park maintenance who reviews work within prescribed standards and policies.

**Supervision Exercised**  
Supervises the assistant pool manager, lifeguards, learn-to-swim Instructors, maintenance employees and/or volunteers. May be assigned additional supervisory duties at the discretion of the general manager.

**Areas of Responsibilities**

**SUPERVISION/STAFF:** Recruits, hires, trains, supervises, and evaluates both full-time and part-time aquatic staff.

**DEVELOPMENT:** including but not limited to assistant pool manager, lifeguards, learn-to-swim instructors, cashiers, volunteers, etc. Ensure employees have the necessary certifications and skills to perform assigned work. Evaluates staff work performance. Implements District policies and procedures when disciplinary action is necessary. Develops and conducts comprehensive lifeguard, learn-to-swim and cashier training programs. Monitors in-service training.

**RISK MANAGEMENT:** Develops, oversees, and manages a comprehensive aquatic risk management program to minimize, monitor, and control the probability and/or impact of an unfortunate aquatic event. Maintains appropriate records and documentation.

**PROGRAMS:** Develops, oversees and manages the district’s swim lessons program.

**SCHEDULING:** Develops and distributes schedules for all employees.

**HEALTH/SAFETY:** Monitors the condition of the aquatic facility. Follows District standards and the State of Oregon Health Division Public Swimming Pool/ Spa Rules for pool operation and security, including water chemistry. Repairs, and/or alerts the aquatics maintenance supervisor of any condition violating District standards or State of Oregon Health Division Swimming Pool/Spa Rules. Leads and/or assists in emergency interventions and responses.

**MAINTENANCE:** Collaborates with the Maintenance Director (City of Heppner) and the contracted maintenance workers on daily maintenance concerns and/or repairs; collaborates on all capital improvement projects.

**POLICY/PROCEDURES:** Responsible for the implementation and adherence of District policies and procedures.

**COLLABORATION:** Collaborates with other departments as necessary, i.e., special events, training(s), facility usage, etc.

**BUDGET:** Assists in the development of the water park’s budget. Monitors expenses and revenues.

**PUBLIC RELATIONS:** Responds to public inquires and complaints regarding staff, programs and/or procedures. Promote programs and changes in facility/program schedules.

**PURCHASING:** Evaluates the cost and procurement of equipment and supplies required for the safe operation of the water park.

**Working Conditions**

* Work is performed in an outdoor environment during summer months.
* May be required to work with a variety of pool chemicals (i.e., sodium hypochlorite, calcium hypochlorite, calcium chloride, sodium bicarbonate, hydrochloric acid), etc.
* May be required to work effectively in highly stressful situations (i.e., first aid, C.P.R., active threats), etc.
* May be required to lift and/or move up fifty (50) pounds.

**Preferred Qualifications Knowledge:**

* Principles and practices of developing and implementing recreation programs including, but not limited to: water safety, lifesaving methods, first aid and emergency procedures; professional swim instruction techniques of various learn-to-swim levels/programs.
* Principles and practices of supervision, training and personnel practices.
* Pertinent rules and regulations related to the operation of a water park.
* Basic pool chemistry
* Principles of modern office procedures and methods, including, but not limited to computerized recreation software use and record keeping.

**Abilities:**

* Plan, organize, coordinate, implement and evaluate programs, activities and staff.
* Plan, organize and direct the work of others to meet overall objectives and goals.
* Remain calm and effective in emergency situations.
* Establish and maintain a courteous working relationship with fellow employees.
* Identify, monitor, evaluate and remedy program/facility risks and liability.
* Deal courteously and tactfully with the general public; working effectively with people of all ages, ethnic origins, social-economic backgrounds.
* Exercise diplomacy in confronting and/or resolving conflicts and sensitive issues; respects patron’s and/or staff’s rights to autonomy and confidentiality.
* Organize, prioritize and carry out responsibilities in a thorough and timely manner.
* Follow written and verbal directions.
* Work independently with, or without, on-site supervision.
* Communicate effectively both verbally and in writing.

**Experience/Training:** Any combination of experience and/or training as identified that would likely provide the knowledge and abilities as described qualifies; preferably 3-5 years’ experience supervising recreational/aquatics activities and/or programs; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the duties as described.

**Licenses/Certifications:** Current national certification(s) in lifeguarding, swim instruction, AED/CPR for the professional rescuer; adult, child and infant C.P.R., bloodborne pathogens, oxygen administration preferred.

**How to Apply: Submit Resume to** [**kmurray@wcparkdistrict.org**](mailto:kmurray@wcparkdistrict.org)