

JOB DESCRIPTION – CLARENDON HILLS PARK DISTRICT

TITLE: Pool Manager
DEPARTMENT: Recreation (Lions Park Pool)
STATUS: Part Time (Seasonal)

PREPARED BY: Nicole Interrante
DATE: 12/2/25

JOB SUMMARY

Under the direction of the Aquatics Coordinator and the Superintendent of Recreation, the Pool Manager is responsible for assisting the Aquatics Coordinator in operating the facility and supervising the pool staff. The Pool Manager is responsible for the safe and efficient management of the pool facilities and is solely responsible for the actions and behavior of all aquatic staff. The Pool Manager oversees staff on a day to day basis. They are responsible for the day-to-day maintenance, planning and supervision of the Clarendon Hills Park District Lions Park Pool facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Be knowledgeable and understand the Park District's policies and procedures and ensure that they are adhered to at all times.
- Know the emergency safety procedures for the facility and conduct training.
- Inspect and maintain all safety equipment daily and repair and replace as needed. Fix any broken equipment if possible or report to Supervisor for repair or replacement.
- Handle public concerns, problems, or suggestions in a calm professional and courteous manner.
- Check and record all water chemistry readings hourly and make adjustments to sanitizer and pH as needed. Ensures that routine backwashing (daily rotation of filters) is completed.
- Wear staff-shirt, swimsuit and whistle at all times.
- Conduct minimum of two in-service trainings per week (during weekly schedule) to staff in all basic operations.
- Inventories, requests and maintains all equipment and supplies necessary to provide safe and successful operation of the facility.
- Completes daily, weekly and monthly inspections for the facility and reports any irregularities.
- Responsible for opening/and or closing of the pool and that all checklists are completed daily.
- Consistently disciplines staff as needed, assisted by the Aquatics Coordinator, Personnel issues must be documented and recorded properly.
- Conduct public relations with patrons including, handling complaints, suggestions and disciplinary problems.
- Assigns staff duties each day.
- Maintains a clean, safe and orderly facility at all times.
- Collects, reviews, and monitors all daily and weekly staff reports.
- Assists with the pre-season lifeguard training and licensing.
- Has the authority to close facility for pool and or weather emergencies.
- Must contact the Aquatics Coordinator to close the pool due to low attendance or bad weather.
- Observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions, and the conduct of any employees under your supervision. Report all incidents and potential hazards to the safety committee as soon as possible.

- The District encourages its employees to “take ownership” of the District. As such, it shall be the responsibility of all Park District employees to pick up litter throughout the buildings, grounds, and facilities of the District.
- Assists with admissions as necessary.
- Substitute for absent employees when necessary; including swim lessons and swim team.
- Assist all employees of the Park District as needed.
- Complete any other tasks as assigned by the Aquatics Coordinator or Superintendent of Recreation .

HOURS:

Minimum 15 hours per week; maximum 40 hours per week. The Aquatics Manager will need to be able to work during open swim hours, swim lessons, rentals, special events, swim team home meets, or any other event held at Lions Park Pool.

QUALIFICATIONS:

- Must be minimum of 19 years of age or older as of May 1st of current year.
- Must have current Ellis Lifeguarding Instructor Certification which satisfies Ellis Lifeguarding with BLT, Adult, Child and Infant CPR and First Aid Certification needed to lifeguard. Or able to obtain these certifications before the pool season starts.
- The Pool Manger will also be employed as a lifeguard at a different pay rate.
- Have basic understanding of personnel management including scheduling, supervising, disciplining and evaluating staff.
- Must be able to work weekends and holidays (2 or 3 holidays).
- Be in good physical condition, have excellent verbal communication skills, show initiative, be dependable, show enthusiasm, motivate employees, and have a desire to serve the public
- A valid Illinois class “D” driver’s license is required.

SAFETY RESPONSIBILITIES:

- Never leave the pool grounds; this includes the parking lot and pavilion.
- Be on time for work (15 minutes prior to shift).
- Actively support the safety program that will effectively control and reduce accidents.
- Must wear Personal Protective Equipment (safety glasses, protective shoes, and chemical resistant gloves) when dealing with hazardous chemicals.
- Must wear a minimum of two forms of sun protections when working outside.
- Must review and understand the MSDS right to know policy.
- Must review and understand the Crisis Management policy.
- Must understand and practice the facilities Emergency Action Plan.
- Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the recreation department.
- Promptly report to the Superintendent of Recreation, Safety Coordinator or member of Safety Committee all unsafe actions, practices or conditions observed.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Personnel and Employment Policy and the Lions Park Pool Staff Manual.

PSYCHOLOGICAL CONSIDERATIONS:

- Position requires person to work in high humidity and diverse weather conditions.
- Position requires quick and accurate response to emergencies.
- Position requires resolving differences and problems that arise with patrons and employees.
- Position requires dealing with heavy machinery and pool chemicals.

PHYSIOLOGICAL CONSIDERATIONS:

- Must be able to lift 160lb person from the water
- While performing the duties of this job, some bending, kneeling and reaching items off floor and high shelves is required.
- Climb ladders to reach guard chairs and to enter/exit the pool.
- Ability to stand for sustained periods on the pool deck and water slide.
- Able to swim and enter the pool at any given time.
- Strong voice in order to be heard over pool noise.

ENVIRONMENTAL CONSIDERATIONS:

- Worker performs most activities outdoors in an aquatic setting. Worker will be exposed to outside weather conditions though out the summer.
- May be exposed to elements when driving to meetings or when assisting workers with outdoor functions.
- May be exposed to hazardous conditions when performing maintenance duties.
- Pool facility floors may be slippery.

COGNITIVE CONSIDERATIONS:

Worker must be able to respond to an emergency situation in the correct manner, understanding procedures and personnel policies. Worker must also be able to demonstrate and perform leadership, instructional, and communication skills.