

Nicholas County Veterans Memorial Park

19 Memorial Park Rd., Suite B
Summersville, WV 26651
304-872-3552

Please attach a resume to job application

Pool Manager Job Description:

You are required to be a working manager by working 40 hours a week at the pool. You will be bonded by the Nicholas County Commission. You will be required to sign a contract with the Nicholas County Parks & Recreation Commission. The following list is not all inclusive.

- Prepare weekly work schedules for employees
- Prepare swim lesson schedule
- Schedule parties and camp dates and times and schedule lifeguards to work them
- Organize fun day activities (July 4). This is a free admission day at the pool
- Organize in service meetings with management and lifeguards: Know the Emergency Action Plan
- Address comments and complaints of lifeguards and customers
- Review with employees any concerns or corrections you believe are needed
- Make sure the facility is kept clean (trash emptied daily, restrooms cleaned daily, pool swept daily, deck kept clean and free of obstacles)
- Enforce pool rules
- Verify time sheets - Bi-weekly
- Evaluate lifeguards - Monthly
- Balance Cash Drawer - Daily
- Turn all invoices into the park manager. Cash payments are not permitted
- Reconcile numbers with income - Daily
- Bring deposits to Park Office and put in lock box daily- after closing.
- Test pool water and fill out appropriate reports - Three times a day (can be performed by lifeguards)
- Clean the filter system - As needed
- Add pool chemicals - As needed
- Add water to pool and keep accurate records of amount - As needed
- Order pool chemicals - As needed
- Order supplies for office or restrooms - As needed
- If you are a certified lifeguard you may need to work as a lifeguard. (Not required, but desirable)
- Turn in daily reports, monies, and invoices to Park Manager daily
- Copy needed forms at Park Office as needed
- Be CPR certified
- Have a current food handler's card
- CPO certified
- Complete required reports including, but not limited to, tally of sales, health department forms, and tally of customers
- Attend the Nicholas County Parks & Recreation board meetings the 3rd Thursday of each month, May - the month after pool closes.

Job Description is not considered all inclusive and may require tasks not listed above.