

City of Brooklyn Employment Opening Notice
Pool Manager (Part-Time)

The City of Brooklyn invites qualified applicants to apply for the position of Part-Time Recreation Pool Manager. There is currently one (1) opening. Interested applicants can obtain employment applications on the City of Brooklyn's website. A properly completed application is required. Applicants may also submit a resume and a list of three (3) references.

General Duties:

1. Provides oversight of lifeguards, part-time assistant pool managers, cashiers and part-time maintenance workers, including, enforcing rules, overseeing, reviewing and assigning cleaning work, etc.
2. Schedules lifeguards, part-time assistant pool managers, and pool attendants, etc.; verifies and maintains records of employee work hours in Sportsman Computer System.
3. Manages the daily operations of Natatorium and outdoor pool (e.g. checks pool area and other areas of facility for cleanliness; provides instruction to assistant pool managers, lifeguards and other staff regarding assignments; etc.); reports to Recreation Manager on any problems with lifeguards, cashier, and patrons; maintains a safe and productive working environment for staff and patrons; provides instruction to staff regarding safety issues; addresses complaints from patrons; etc.
4. Interviews, conducts skills test and recommends lifeguards and Water Safety Instructors for hire to Recreation Manager.
5. Schedules and evaluates swimming related programs, such as learn-to-swim, recreation swim team program; works with water aerobics instructors; etc.
6. Serves as a liaison for Recreation Center with outside entities such as American Red Cross, pool contractors, health department, and vendors; designs "Splash" newsletter and assist with other recreation advertising; assist with special events (e.g. Skate with Santa, Halloween Skate, egg hunt, hockey tournaments, etc.); etc.
7. Orders supplies when necessary (e.g. First Aid, learn to swim, etc.); maintains records related to facility operation (e.g. pool chemicals, fecal accidents, patron/employee accidents, patron rescues, etc.)
8. In absence of Recreation Manager and supervises staff based on instructions, orders and standing policies and procedures.
9. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
10. Demonstrates regular and predictable attendance.

QUALIFICATIONS:

High School or GED and one (1) to three (3) years of progressively responsible experience in a related field preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Lifeguard/Lifeguard Instructor certification; Water Safety Instructor; current First Aid certification; CPR/AED certification; Certified Pool Operator recommended but not required

Salary will be determined based upon City ordinances and experience. Wage range is \$11.00 to \$15.00. The position will work approximately 29 hours per week.

Application packages must be submitted to the address below no later than August 10, 2018 to be considered. The City is an Equal Opportunity Employer.

Applications should be submitted to:

Maria McGinty, Recreation Manager
City of Brooklyn
7600 Memphis Avenue
Brooklyn, Ohio 44144
Email: mmcginty@brooklynohio.gov