

**Pool Manager (Seasonal Position)
(Part-Time) Hours Vary Monday – Sunday approx. 30 hrs per week.
Season is May to September**

Overview:

The Pool manager is responsible for the safe and efficient management of the Butterfield Park District pool and facilities including the day to day supervision. Full Job Description will be presented at interview.

Qualifications:

Must have a high school diploma and a minimum of 21+ years of age. Knowledge and experience in general pool operations. Minimum of three (3) years of aquatic experience. Current Ellis and Associates lifeguard license. The license also includes First Aid and Community CPR certification, which is recognized by the Butterfield Park District. The required skills in the following: pool water chemistry, customer service, cash handling procedures and employee relations.

Required knowledge:

- Must complete Ellis Instructor Course
- Must be on good standing with the park district
- Must be able to work with money and calculator.
- Must have good public relation skills
- Ability to communicate effectively with the public using tact and diplomacy
- Knowledge and understanding of Park District policies and procedures.
- Ability to work with others.
- Ability to maintain self-control and composure in difficult situations.
- Be polite to patrons and use a pleasant tone of voice.
- Appearance must be neat and appropriate.
- Ability to accept and administer constructive criticism or supervision.
- Must be punctual and dependable.
- Ability to organize and prioritize work assignments.
- Must be able to work in a team environment and independently.

Must be available to assist in Lifeguard Training, orientation, and training sessions (May). Must be available for full season.