

# Job Posting

## Pool Manager



### DESCRIPTION

The Pool Manager provides oversees the daily operation of the Bensenville Water Park & Splash Pad. This position reports directly to the Head Pool Manager. Duties include but are not limited to planning, risk management, training and development of staff, oversight of programs, budgeting, purchasing, promotion of facilities and programs, problem-solving, and customer service.

### DUTIES AND ESSENTIAL JOB FUNCTIONS

- Assists in the Scheduling, training, supervision, and evaluation of the entire Water Park Staff including certifying Lifeguards in the American Red Cross Lifeguarding program.
- Assists in the Supervision of all Water Park programs including swim lessons, the Jr. Lifeguard program, and other aquatic programs and plans and runs Water Park Special Events.
- Maintain excellent customer service skills with guests
- Assist in maintaining the aquatic facilities including the Concession Stand, Splash pad, and buildings on the Water Park property.
- Responsible for the supervision of cash handling and financial reports
- Assist in the implementation of the facility Emergency Action Plan to include responding to emergencies and proper documentation of incidents
- Execution of special events and programs hosted by the Bensenville Park District and the Bensenville Water Park & Splash Pad
- Additional tasks and responsibilities may be assigned at the discretion of the Aquatic Supervisor or Pool Manager.

### QUALIFICATIONS

- 2 years' experience in Aquatics and/or Facility Management. At least 1 year in management type Role
- Lifeguard Instructor and CPR/AED Instructor through American Red Cross
- Good written and oral communication skills.
- The ability to solve problems comprehensively and to produce accurate work on a timely basis.
- Proficient in utilizing social media such as Facebook and Twitter.
- Good computer skills, proficient with Word, Publisher, Excel, Outlook, and the Adobe suite. Experience with Rectrac registration system preferred

**JOB STATUS** Part time/Seasonal      **DEPARTMENT** Recreation      **FSLA STATUS** Non-Exempt

**SALARY** \$15 per hour based on qualifications and experience

**HOURS** 20-30 hours per week, May through August

**HOW TO APPLY** Interested applicants may submit an application and resume to Todd Linder, the Facility Supervisor at [tlinder@bvilleparks.org](mailto:tlinder@bvilleparks.org)