

Swimming Pool Manager - Seasonal

Summary of Job:

Oversees aquatic center seasonal operations to ensure a safe and pleasant experience for patrons and a safe, efficient and effective environment for employees.

Responsibilities:

- Assists in recruitment, selection, training, scheduling supervision and evaluation of all aquatic center staff.
- Prepares an in-service training program for all aquatic center staff prior to opening of the facility in coordination with the Assistant Recreation Director.
- Assures all staff maintains the proper certification for the position held.
- Coordinates overall operation, excluding mechanical aspects, of the aquatic center during open swim hours.
- Reconciles daily and nightly deposits.
- Responds to emergency situations with composure and follows established guidelines for the appropriate response.
- Creates and maintains accurate records of attendance, accident reports, passes sold, maintenance and state health records.
- Performs building security duties such opening and closing of the facility.
- Conducts weekly staff training and emergency procedure drills.
- Works closely with Building Maintenance in order to maintain all aspects of the facility.
- Performs daily inspections to ensure the facility is in a safe, operable condition.
- Trains staff on, distributes, and enforces Village of Cassville policies and procedures.
- Conducts water sample testing according to regulations and takes appropriate action when necessary

Qualifications:

Education: High School diploma or equivalent

Experience: At least one year managing an outdoor aquatic facility

Certifications/Licenses: Current American Red Cross Lifeguard Trainer Certificate or equivalent Current Water Safety Instructor Trainer Certification or equivalent Water Park Certification

Must be at least 18 years of age

Knowledge, Skills, & Abilities:

This position must possess the ability to act quickly and calmly in emergency situations making proper judgments as to the correct course of action; work from broad direction with limited supervision; effectively supervise subordinate staff; and the ability to carryout and enforce laws and regulations concerning employment, safety and health. This position must also have the ability to adapt to interruptions, equipment failures, and unusual demands or changing priorities; understand and follow written and oral instructions and procedures; maintain effective working relationships with other employees and the public; communicate effectively with patrons and staff; and accurately apply business mathematical principles. This position must possess the ability to read, interpret and enforce policy manuals established for the work environment; supervise a multifunctional staff; operate computer software (Microsoft Word, Excel, Activenet) and other office and concession equipment (i.e., popcorn popper, radio, microwave, soda dispenser, etc.); and the ability to reinforce positive customer service to all patrons.

How to apply:

1. Start an application through Facebook - you will still need to complete a Village of Cassville Application, and submit a letter of interest.
2. Complete a Village of Cassville Application, provide three professional references, and submit a letter of interest by mail to Cassville Swimming Pool, PO Box 171, Cassville, WI 53806.
3. Email a completed Village of Cassville Application, provide three professional references, and submit a letter of interest to cassvlg@tds.net

Applications can be found online at www.cassville.org, under the "Links" tab, or at the Clerk's Office (100 W. Amelia St, Cassville, WI).

Questions? Email the Village of Cassville at cassvlg@tds.net, or call 608-725-5180, option 1.

Deadline to apply: 5-15-2019

Village of Cassville

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for the Village in the past? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO

If yes, explain: _____

Circle the days you are available to work: **MON TUES WED THURS FRI SAT SUN**

Education

High School	Years Attended	Field of Study	Degree
College/University/Technical	Years Attended	Field of Study	Degree

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Full Name: _____ Relationship: _____
Company: _____ Phone: _____
Address: _____

Previous Employment

Start with your present or most recent employment and work back.
Use a separate sheet if necessary (*INCLUDE PAID AND UNPAID POSITIONS*)

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge. I understand that if any false information, omission, or misrepresentation are discovered, my application may be rejected and, if I am employed, my employment may be terminated at any time. If necessary for employment, I understand that I may be required to: supply my birth certificate or other proof of authorization to work in the United States, have a physical examination and/or a drug test, or to sign a conflict of interest agreement and abide by its terms. I understand and agree to the information shown above.

Signature: _____ Date: _____