



Job Description – Swimming Pool Manager

Duties

1. Assume overall responsibility for the safety, operations, and supervision of the pool facility
2. Conduct staff orientation and in-service training.
3. Prepare work schedule and sign all time cards for pool staff.
4. Prepare publicity releases and public relations materials.
5. Prepare daily deposits and reports.
6. Supervise lifeguards to assure alertness, promptness, firm, and consistent rule enforcement.
7. Assist all staff members with daily operations of the pool.
8. Teach swimming lessons as necessary.
9. Complete ordering and inventory of all concession stand sales.
10. Perform other such duties & functions that are necessary or incidental to the proper performance of this position and/or assigned by the mayor.
11. Make suggestions and report concerns to the Mayor in a respectful manner.

Requirements

1. Must have current Lifeguard Certifications including First Aid & CPR Certification
2. Must be dependable, alert, enthusiastic, and deal with persons of all ages in a positive and tactful manner.
3. Be observant & alert under stressful conditions.
4. Make judgements concerning pool user safety.
5. Able to command discipline and respect.
6. Assign reasonable consequences for user misbehavior and explain the need when asked.
7. Good public relation skills.
8. Ability to work indoors/outdoors in conditions where temperatures may reach 100+ degrees for more than an hour.
9. Ability to perform the physical demands of the lifeguard position.
10. Have open communication with the mayor regarding the day-to-day operations of the pool.

Mayor: Scott Sanders
Council: Dave Smit,
Julia Showalter, Ryan Kruger,
Brad Mulford, Becky Moellers

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