

# Middletown PA Swim Club

PO BOX 172 MIDDLETOWN PA 17057

[MIDDLETOWNPASWIMCLUB@GMAIL.COM](mailto:MIDDLETOWNPASWIMCLUB@GMAIL.COM)

**JOB TITLE:** POOL MANAGER

**JOB CATEGORY:** SEASONAL MANAGER

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**Department/Group:** SEASONAL / MANAGER

**Location:** Middletown PA

**Level/Salary range:** Based on experience

**Will train applicant:** Yes

## APPLICATIONS ACCEPTED BY:

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**Email:** [middletownpaswimclub@gmail.com](mailto:middletownpaswimclub@gmail.com)

**Subject line:** Pool Manager Job Posting

## JOB DESCRIPTION

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### Role Requirements

- Must be 21 years of age or older
- Managing/HR experience
- Should know basic lifeguarding procedures and rules
- Willing to be on call 24 hours a day during summer

### Responsibilities (Pre-Opening, During and Post Season)

- Hire Lifeguards / Orientation of lifeguards
- Update all hiring forms and job descriptions
- Help with lifeguard certifications and make sure they are visible in office
- Handle payroll, salaries, mid-year reviews and raises
- Maintain and order all pool supplies (lifeguard items, signage etc.)
- Handle work schedules for managers and lifeguards
- Handle clearances for employees who work with the daycares
- Set up daycare/camp/school days/picnics and times and collect fees
- Work closely with the secretary and treasurer
- Make sure all appropriate signage is hung properly around the pool
- Handle social media and emails
- Handle incident reports and all complaints
- Planning and managing all pavilion rentals
- Running front desk and daily tasks
- Set up all special events (movie nights, swim lessons, guppy/teen nights, etc)
- Interact with members in a professional and respectful manner
- Cleaning pool area, desk, and office area clean and tidy
- Enforcing all pool rules
- Working closely with the chemist and pool cleaner
- Monitor all concession staff and over see concession staff when concession manager is not available
- End of year evaluations
- End of year paperwork

