

PERKASIE BOROUGH

JOB TITLE: Aquatics Manager
TYPE: Seasonal
DEPARTMENT: Parks and Recreation, Menlo Aquatics Center
SUPERVISOR: Parks and Recreation Director

POSITION SUMMARY:

This position manages all aspects of the Menlo Aquatics Center including satellite wading pool facility located within Perkasio Borough. This includes all facility operations for the pool and bathhouse as well as employee and patron management, supervision, and safety. The Aquatics Manager will report directly to the Parks and Recreation Director.

PRIMARY RESPONSIBILITIES:

- Hire, train, schedule, manage, and evaluate all Menlo Aquatics Center staff.
- Hold multiple staff trainings pre- and during season.
- Oversee daily operations of facility including pump room mechanics, water chemistry, facility cleanliness, and proper staffing.
- Manage, oversee, and schedule for special events, aquatics programming, and birthday party packages.
- Inventory and order of pool maintenance and first aid supplies and equipment.
- Work cooperatively with outside organizations to oversee services, programs, or rentals.
- Organize and submit payroll for all staff.
- Assist staff with implementing all facility rules and regulations.
- Assist patrons with questions and concerns.
- Assist staff with front desk responsibilities and end of day financial reporting and audits.
- Solve grievances and/or disciplinary cases involving patrons or staff and communicate escalated issues appropriately to the Parks and Recreation Director.
- Provide the Parks and Recreation Director with reports and recommendations.
- Perform other duties as assigned.

QUALIFICATIONS:

- Five years' experience directly related to the duties and responsibilities listed above.
- Comfortable handling pool related chemicals and pump room mechanics.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools and public baths.

- Ability to make administrative/procedural decisions and judgements in particularly related to staff and patron safety.
- Knowledge of and practice all labor law's as they pertain to the Menlo Aquatics Center staff.
- Available for part time 30-35 hours weekly Memorial Day to Labor Day including some evenings, weekends, and holidays as well as occasional hours during pre- and post-season.
- Ability to lift at least 50lbs.
- Ability to stand and/or walk for at least 4 hours.
- Professional, organized, and able to work independently.

CERTIFICATIONS:

- American Red Cross Lifeguard
- American Red Cross Lifeguard Instructor preferred but not required
- Certified Pool Operator or ability to obtain before the start of season
- Pennsylvania Certified Pesticide Applicator License or ability to obtain before the start of season

Interested parties should submit cover letter, resume, and salary expectations to:

Perkasie Borough
Attn: Parks and Recreation Director
620 W. Chestnut Street
Perkasie, PA 18944

Or to parkandrec@perkasieborough.org. Applications accepted until position is filled.