

The Highlands Natural Pool
180 Snake Den Road, Ringwood, NJ 07456

Job Opening: Pool Manager

Overview

The Highlands Natural Pool has an opening for a Pool Manager to oversee our daily operations. The pool manager must have the ability to establish and maintain effective working relationships, communicate with the staff and Board of Trustees, analyze and resolve problems, use independent judgment, and interact successfully with members and visitors.

Pool Hours (for more information, visit <https://www.highlandsnaturalpool.org>)

- The pool season runs from Memorial Day weekend through the end of September
- In May, June, and September, the pool is open weekends and holidays only
- During July and August, the pool is open 7 days per week
- The first hour of opening is dedicated to a "members-only" swim time

Pool Manager Hours

- Part-time (16-25 hours/week) in May, June and September, including weekends
- Full-time (40 hours/week) in July-August, must work weekend days

Duties and Responsibilities

- Supervise lifeguards and gate staff
- Manage staff schedules
- Hire and train new staff
- Inspect facilities for repairs and maintenance
- Maintain accurate records of visitors and members
- Analyze member and visitor engagement; provide reports to the Board of Trustees
- Report issues promptly to the Board of Trustees
- Manage the concession stand; maintain inventory and order/purchase stock as needed
- Verify and submit payroll as needed
- Enforce facility safety policies and ground rules with patrons
- Prepare communications for members and the community via email and social media
- Generate additional revenue via group bookings, community partnerships and special programs (i.e. swim lessons, birthday parties)

Requirements and Qualifications

- A high school diploma or equivalent
- Minimum 18 years old
- Supervisory experience required; prior lifeguarding experience preferred
- Current CPR/AED & First Aid certifications (can be completed after hire)

Compensation

\$18.00 - \$20.00 per hour, commensurate with experience

TO APPLY, please submit your resume with cover letter to: Highlands_pool@yahoo.com