

# City of Goodhue

**Title:** Pool Manager

**Position:** Seasonal

**Season:** 2026

**Salary:** \$4000 – \$800.00 monthly for 5 months April through August

## **Position Summary**

Pool Manager is primarily responsible for overseeing the safety of patrons and facility. Pool manager is also responsible for the administrative operations of the pool including but not limited to staff, facilities, and aquatic programs. Responsible for hiring, supervising and scheduling staff, including training programs, staff meetings, and safety. This position works under general supervision of the City Administrator.

## **Nature of Work**

- Work involves long hours in the sun and heat.
- Work will involve using cleaning chemicals and agents.
- Work involves a large amount of record keeping and/or bookwork. Work involves exchanging money.
- Must work effectively with the public in a professional and friendly manner in person, telephone, or in writing.
- Communicate effectively with staff.

## **Essential Job Functions**

1. Work involves monitoring patron's safety. Must understand pool and city policies, procedures and emergency action plans.
2. Must provide emergency care at your training level calmly, effectively, and professionally.
3. Work involves enforcing facility rules and policies.
4. Work involves maintain a neat clean facility at all times.
5. Will be called upon to educate patrons on the safe use of facility and water safety.
6. Work involves selling concessions or other goods.
7. Must work with city staff including Public Works Director and City Clerk.
8. Document and contact City Hall Staff if significant conflict arises.
9. Promote health, safety and the general usage of the facility.
10. Setup and coordinating of Lessons
11. Adopt specific programs and activities to targeted groups, i.e. adult lap swims, water aerobics, infant swim, etc.
12. Must be available at all times in the event of an emergency, or have arrangements made that an equally qualified person will be available for answering emergency calls.
13. Review and sign all pool staff time sheets.
14. Must have the ability to direct and supervise, and discipline employees including:
  - a) Planning and supervising all employee operations.
  - b) Assign employees to daily rotations and activities.
  - c) Orienting employees to specific safety concerns.
  - d) Set up and maintain electronic scheduling and communication with staff.
  - e) Evaluate employee's performance and report to City Administrator.
15. Maintains the Goodhue Swimming Pool Facebook page.

16. Makes final decision on weather, staff related closures and reducing staff during slow pool attendance.

#### **Management Of Pool Finances and Pool Records:**

- Responsible for accuracy of pool staff's record maintenance including:
  - Daily Attendance Sheets
  - Daily Sales Report
  - Time Sheets. Sign and return to City Hall before 10:00 A.M. on the Monday of Pay Week
- Record all Funds Received
  - Lessons
  - Season Passes
  - Daily Admissions
  - Sale of Concessions
- Coordinates all purchasing needs with City Clerk

#### **Minimum Essential Requirements of Work**

- Must be at least 18 years old.
- Must have current American Red Cross or American Heart Association CPR, and First Aid certificates.
- Must be in good physical health.
- Must be able to work mornings, nights and weekends.
- Previous pool management and/or supervisory experience preferred.
- Head Lifeguarding experience will be considered when it reflects progressive responsibility and leadership development.
- Valid driver's license required.
- The job requires a working ability to read and follow verbal and written instructions (in English) and the ability to delegate work to seasonal personnel.

#### **Work Hours**

Hours vary based on pool operations and lifeguard management needs, with increased availability required during setup, lesson scheduling and season close-out (April–August). Off-season availability is required as needed.

#### **Pay**

Pool manager is paid monthly over 5 months for a season total of \$4000. Pool manager may also be needed for lifeguarding during the season to fill in staff shortages and will earn additional lifeguard pay during this time.

**This document does not create an employment contract, implied or otherwise other than an “at will” employment relationship. The City Administrator retains the discretion to add duties or change the duties of this position at any time.**