Pool Manager (1005497) - Vacancy ID: 233717

Open Vacancy

Vacancy Details

Title
Pool Manager (1005497)

School/Building
Neenah Middle School

Number of Openings
1

URL
N/A

Close Date (11:59 p.m. Central)
Open until filled

Contact

Name
Sandy Lee

Title
Human Resources Specialist

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(920) 751-6800

Position Details

Position Start Date
7/1/2025

Salary/Wage
See Description

Terms/Schedule
Seasonal

Appointment Type
Part Time

Description
Neenah Middle School is seeking a dynamic and community-focused After-School Pool Manager to oversee our aquatic facility during post-school hours. This role is pivotal in maximizing the pool's usage for the larger community by booking outside user groups, organizing consistent swim lessons, establishing regular open swim sessions, and collaborating with the high school boys' and girls' swim teams. The ideal candidate will be experienced in aquatic facility management, adept at scheduling, and passionate about fostering community engagement and water safety.

This is a stipend-paid position, offering $4,680 per semester during the academic year and $2,340 for the summer. Payment is issued at the end of each semester upon completion of the assignment

Key Responsibilities

After-School Operations & Community Engagement:

- Manage the pool facility during after-school hours, ensuring a safe, clean, and welcoming environment for both school-related activities and community programs.
- Develop and implement a strategic schedule that maximizes pool usage, including designated times for consistent swim lessons and regular open swim sessions.
- Actively market and book outside user groups, such as community swim clubs, local organizations, and recreational groups, to foster greater community engagement.

Program Development & Scheduling:

- Create and maintain a calendar of consistent swim lessons catering to various skill levels and ages.
- Establish regular open swimming times to offer accessible and affordable recreational opportunities for the community.
- Coordinate with local agencies, community centers, and swim instructors to enhance programming and pool utilization.

Collaboration with High School Swim Teams:

- Work closely with the high school boys' and girls' swim teams to coordinate practice sessions and training schedules.
- Ensure that pool usage is optimized to meet the needs of the high school teams while balancing community programs.
- Facilitate communication between the high school coaches, pool staff, and school administrators to address scheduling conflicts and ensure smooth operations.

Staff Supervision & Training:

- Oversee and schedule lifeguards and support staff during after-school and evening hours.
- Conduct training sessions on pool safety, emergency procedures, and customer service standards.
- Monitor staff performance and provide ongoing feedback to maintain a high level of service.

Facility & Safety Management:

- Ensure the pool and surrounding areas are maintained optimally, meeting all health and safety standards.
- Oversee regular cleaning, maintenance, and inspection of the pool facilities and equipment.
- Implement and enforce safety protocols and emergency response plans during all scheduled activities.

Administrative Duties:

- Maintain accurate records of pool usage, bookings, and program participation.
- Prepare periodic reports on pool operations, community engagement initiatives, and financial performance.
- Manage the pool’s budget, including procurement of supplies and equipment necessary for smooth operations.

Qualifications

Experience:

- A minimum of 3 years in pool or aquatic facility management, with a focus on community or after-hours programming, is preferred.

Certifications:

- Current lifeguard certification, CPR, First Aid, and AED certification are required.
- Additional certification in pool management or water safety is highly desirable.

Skills & Abilities:

- Strong organizational and scheduling skills, with a proven ability to manage multiple programs concurrently.
- Excellent communication and interpersonal skills to effectively liaise with community groups, high school swim teams, staff, and school administrators.
- Demonstrated ability to develop innovative programming that maximizes facility usage and community engagement.

Knowledge

Knowledge:

- In-depth understanding of local, state, and federal safety regulations related to pool operations.
- Familiarity with maintenance, water treatment, and facility management best practices.

Preferred Qualifications:

- Previous experience working within a school or community recreational setting.
- Proven track record of successfully increasing facility utilization through creative programming.
- Proficiency in using scheduling and management software for operational efficiency.

Working Conditions:

- The role primarily involves after-school and evening hours, including occasional weekends as needed.
- Physical demands include frequent standing, walking, and occasional lifting of equipment.

Candidate Requirements

Additional Requirements

- Cover Letter
- Resume
- Custom Questions