Village of Mazomanie

Pool Director

Job Description

Part-time seasonal position (10 to 15 hours/week during season, 2 to 3 hours/week during off season)

Reports to Administrator (Admin) and Director of Public Works (DPW).

This position is responsible for day-to-day operations of the municipal pool and participating in both short-term and long-term planning for the pool.

This position is responsible for staffing the pool. This includes but is not limited to: planning, hiring, training, and scheduling.

This position is responsible for providing swim lessons during the season. This would include, but is not limited to: ensuring requirements for training are met, scheduling sessions—both staff and patrons, and collecting the proper fees.

This position is responsible for acquiring supplies for the pool (in partnership with Admin and DPW). This would include items such as: lifeguard uniforms, pool room supplies, first aid supplies, all required signage, and lifeguard supplies.

This position is responsible for daily operational maintenance (in partnership with DPW). This would include among other things: chemical levels, proper care of equipment, and cleanliness of pool area.

This position is responsible for the cash management of the pool. This includes collecting for swim lessons and pool admission—both season passes and daily admissions.

This position is responsible for accurate record keeping for all pool functions. This would include: emergency contacts, inspections, updated lifeguard plans, daily testing records, swim lesson records, and anything else that is required or needed.

This position is responsible for working within the constraints of the current General Fund budget as it pertains to the pool and pool staff.