



Freeport Park District

Job Description

Job Title: Assistant Pool Manager

Department: Recreation

Reports To: Aquatics Supervisor

Starting Pay: \$17.00 / hour

SUMMARY: The Freeport Park District is seeking responsible, organized and safety-focused individuals to serve as an assistant pool manager at the Read Park Family Aquatic Center. This position assists with the daily operation of the aquatic facility, supervises staff, ensures patron safety, and helps maintain a positive and welcoming environment for all guests.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the daily operation of the Read Park Family Aquatic Center
- Supervise lifeguard and pool concession staff
- Vacuum and clean the pool daily before opening, including removal of debris and inspection of pool cleanliness
- Oversee pool safety and security at all times
- Ensure facility rules, policies, and procedures are enforced by staff and followed by patrons
- Assist with scheduling, evaluating, and supervising aquatic staff
- Ensure the facility is properly staffed, cleaned, and maintained at all times
- Open and close the pool as assigned
- Perform lifeguard duties when necessary
- Oversee pool programs including swim lessons, special events, birthday parties, and related programs
- Oversee daily concession operations and maintain food sanitation standards in compliance with Illinois Department of Health Regulations
- Handle public relations concerns, discipline issues, and patron inquires; keep Aquatic Supervisor informed of major issues
- Assist with the sale of season passes and deposit daily admissions

- Render emergency First Aid and rescue breathing when necessary
- Ensure appropriate lifeguard coverage based on pool size and attendance
- Assist with planning programs to meet the needs of all age groups
- Assist the Aquatics Supervisor with additional duties as assigned
- Assist with Risk Management activities

QUALIFICATIONS

- Current Red Cross Lifeguarding certification, including First Aid and CPR (or ability to obtain certification through the Park District)
- Ability to work independently and make sound decisions
- Ability to solve problems
- Ability to remain alert, attentive, and calm in emergency situations.
- Strong communication and customer services skills
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Successful completion of background check and mandated reporter training

KNOWLEDGE, SKILLS, & ABILITIES

- Knowledge of pool safety rules, emergency action plans, and rescue techniques
- Ability to supervise staff and enforce rules consistently and professionally
- Strong communication, leadership, and customer service skills
- Ability to complete reports, handle cash transactions, and perform basic math

WORK ENVIRONMENT

Work is performed outdoors and regularly involves exposure to water, wet or humid conditions.