



Randy Evans, Mayor
David Swackhammer, Service Director

145 Broadway St. Jackson, Ohio 45640
(740) 286-2201 cityadministration@jacksonohio.us

JOB ANALYSIS – HILLCREST POOL PART-TIME - SEASONAL EMPLOYMENT MANAGER, HEAD LIFEGUARD & LIFEGUARD

General Purpose

To manage and operate the City of Jackson's Hillcrest Pool for the 2023 season between Memorial Day weekend and August 20th.

Requirements

Must be minimum 16 years of age, must have a valid driver's license, must be able to pass a drug/alcohol screening, and must be able to work flexible hours. Must be able to perform essential functions and must possess the knowledge, skills, and abilities.

This list is not exhaustive and may be supplemented as required by changes in the position requirement.

MANAGER

- CPR/First Aid
- Lifeguarding
- Prepare the pool for the season - painting, gardening, power washing, etc
- Work with the health department when problems arise and document situations.
- Making sure all forms/reports are available and filed properly
- Working in the concession stand
- Oversee cleanliness of pool area and restrooms
- Testing water every 2 hours and recording results
- Book pool parties
- Create pool passes
- Count money at the end of the day and fill out the appropriate forms
- Turn in money each morning to the auditor's office
- Manage funds
- Write purchase orders & necessary paperwork for purchases
- Stock concession stand by ordering or going to the store
- Create work schedules for staff
- Manage social media - creating events, making announcements and Posting pictures - as well as responding to emails/messages
- Work with the YMCA
- Order any equipment needed for guards - suits, t shirts, buoys, etc.
- Ensure that lifeguards have all training complete and paperwork is on time before their 1st day
 - Provide lifeguards with options for lifeguard training classes and monitor their progress
 - Provide lifeguards with 1-2 training sessions during the summer season



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HEAD GUARD

- Work with the health department when problems arise and document situations.
- Making sure all forms/reports are available and filed properly
- CPR/First Aid
- Lifeguarding
- Swim lessons
- Sweep the pool
- Working in the concession stand -Oversee cleanliness of pool area and restrooms
- Testing water every 2 hours and recording results
- Book pool parties
- Create pool passes
- Count money at the end of the day and fill out the appropriate forms -Turn in money each morning to the auditor's office
- Manage funds

LIFEGUARD

- CPR/First Aid
- Lifeguarding
- Swim lessons
- Sweep the pool
- Working in the lifeguard stand
- Clean restrooms
- Working in the concession stand