

## JOB POSTING

MARCH 6, 2026

The Town of Clifton Park has an Opening for a Position as Pool Manager. The Position is Seasonal with an availability requirement of Monday through Sunday, 40-50 hours per week, and 10am to 8pm daily. This seasonal position could begin as early as April and end in August when the pool closes for the season. The starting compensation will range from \$25.55 to \$26.55 per hour, depending upon the experience and qualifications of the successful candidate. The Job description and minimum qualifications for the position is detailed below.

### POOL MANAGER

#### PRIMARY DUTIES:

- Participate in required training
- Participate in pre-season cleanup and post-season shutdown
- Oversee daily pool closing duties
- Plan and purchase all pool supplies in a cost-effective manner in accordance with Town Procurement Policy
- Responsible for inventory, maintenance, and setup/breakdown for all pool equipment/facilities, assist pool engineer as needed
- Maintain appropriate chemical levels in the pool, in accordance with governing bodies and equipment specifications
- Ensure that the pool meets the requirements of the New York State Department of Health Codes
- Follow Safety Plan as well as ensure all staff follows safety plan
- Manage pool photo ID process, guest policy, and policies of the pool set by the Town
- Oversee guest policy and fees and ensure that revenue is submitted to Main Office daily
- Develop daily and weekly staffing schedule; implement and oversee guard rotations, manage guard requests for days off to ensure coverage is always appropriate
- Complete accident/injury reports and immediately follow up with Director of Parks and Recreation
- Interview and provide on-site training to Lifeguards
- Supervise pool staff and address any performance or behavioral issue fair and equitably
- Evaluate lifeguards at end of season
- Assist with operations of additional pools as needed in order to cover for another Pool Manager

#### ADDITIONAL DUTIES:

- Uphold the Seasonal Employee Code of Conduct and Town Employee Manual
- Protect the well-being of all staff and pool members

- Represent the Town well in all dealings with staff, pool members and overall community
- Maintain positive relationships with staff and pool members, greet and interact with members
- Perform other duties as assigned by the Director of Parks & Recreation and the Town Supervisor
- Assist with lawn maintenance as needed

MINIMUM QUALIFICATIONS:

- Hold current Certified Pool & Pool Spa Operator Certification
- Certification and extensive background in lifeguarding and swim instruction
- Current First Aid and CPR certification
- Previous experience working with pool chemicals preferred
- Previous camp experience preferred

Individuals Interested in the position should send resume and **TOWN OF CLIFTON PARK APPLICATION** to Supervisor Phil Barrett through Jean Spiegel at [Jspiegel@cliftonpark.org](mailto:Jspiegel@cliftonpark.org), or contact Ms. Spiegel at (518) 371-0083