



THE TOWN OF BEDFORD RECREATION & PARKS DEPARTMENT  
IS SEEKING APPLICATIONS FOR THE POSITION OF:

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## **ASSISTANT POOL DIRECTOR**

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for the 2018 Season.

***\*\*Applicants must be available Memorial Day, May 26 through Labor Day, September 3 including weekends and holidays\*\****

**–QUALIFICATIONS–**

- ✓ High School Graduate and 18 years of age or older
- ✓ Current LGT/FA/CPR/AED certification (WSI certification preferred)
- ✓ Be familiar with the NYS Sanitary Code sub-part 6-1 for swimming pools
- ✓ Working knowledge of pool chemistry, pool management and daily operations
- ✓ Sound supervisory and public relation skills

**JOB DUTIES AND RESPONSIBILITIES:**

- Supervises: Head Lifeguard, Lifeguards, Swim Staff and Gate Attendants
- Assists with:
  - opening of the pool
  - training personnel
  - coordinating work schedules
  - maintaining proper chemical balance of pools
  - ensuring a clean, safe facility
  - keeping accurate records, including payroll
  - proper accounting of daily fees
  - camp swim program
  - preparing staff evaluations
  - closing pool at seasons end

Salary proportionate to work experience  
Applications are available on-line at: [www.bedfordny.gov](http://www.bedfordny.gov).

Qualified candidates should fill out a job application and send in to the Recreation Office as soon as possible, ***but no later than Friday, March 16***. Contact Carolyn Johnson at [cjohnson@bedfordny.gov](mailto:cjohnson@bedfordny.gov) with questions.