



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

POOL DIRECTOR

for the 2018 Season.

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

–QUALIFICATIONS–

- ✓ 21 years of age or older
- ✓ Current LGT/FA/CPR/AED and WSI certifications
- ✓ Be familiar with the NYS Sanitary Code sub-part 6-1 for swimming pools
- ✓ Working knowledge of pool chemistry, pool management and daily operations
- ✓ Strong supervisory and public relation skills

JOB DUTIES AND RESPONSIBILITIES:

- Supervises: Assistant Director, Head Lifeguard, Lifeguards, Swim Staff and Gate Attendants
- Assists in the preseason training and opening of the pool
- Provides in-service trainings and prepares staff evaluations
- Coordinates work schedules for preseason, regular season and end of season staff and keeps accurate payroll records
- Maintains proper chemical balance in pools and ensures a clean facility for the patrons
- Properly accounts for daily fees and ensures it gets to the Recreation Office on a daily basis
- Responsible for keeping accurate records: daily, weekly, monthly and seasonal
- Oversees the camp swim instruction program
- Assists in the closing of the pool

Salary proportionate to work experience
Applications are available on-line at: 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 with questions.