



VILLAGE OF HASTINGS-ON-HUDSON

Municipal Building
7 Maple Avenue

Hastings-on-Hudson, New York 10706

Position Open: Pool Director:

Village of Hastings-on-Hudson seeks a Pool Director who can work in a fast-paced environment that includes a main pool and 2 children's pools. Responsibilities include but are not limited to: Managing, recruiting, hiring, training, and supervising a staff of approximately 60 employees that include lifeguards, water safety instructors, cashiers, attendants and maintenance staff. Ensuring the physical facilities and all aspects of the daily operations are in compliance with local and State Health Department code at all times and that residents have a safe and enjoyable experience. Qualified candidates must be available to work weekends and holidays.

Season: Memorial Day weekend through Mid- September

Part time hours pre-season/ post season as needed.

Job Duties and Responsibilities:

1. Maintain and supervise safe, clean and appealing swimming facilities.
2. Coordinates seasonal facility opening prior to Memorial Day weekend and closing procedures post-Labor Day weekend.
3. Hires, trains, supervises and evaluates staff. Conducts pre-season orientation, regular in-service training, and provides regular evaluation as needed including any required documentation for remediation of staff as needed.
4. Ensures facility rules and regulations are enforced. Trains staff in Emergency Action Plans. Ensures all aspects of the established Pool Safety Plan are adhered to at all times.
5. Ensures all required records and reports are maintained (including daily pool chemistry logs, accident/incident reports, facility safety checklists, maintenance reports, member suggestion/report log, staff certification book, etc.)
6. Formulates weekly work schedules and rotation schedules for all pool employees. Keeps accurate attendance records and submits to the Parks & Recreation (P&R) Superintendent for review and submission to the Finance Department for payroll.
7. Prepares and submits orders for pool and program supplies, including staff uniforms to the (P&R) Superintendent for review and approval, keeps accurate accounting records to ensure operations are within budget. Receipts/invoices submitted to (P&R) Superintendent to process to ensure vendors are reimbursed in a timely fashion.
8. Maintains proper chemical balance in all pools and works closely with the P&R Foreman to ensure that all aspects of the mechanical and physical pool complex are regularly inspected and maintained. Coordinates any necessary repairs with P&R Foreman and outside vendors as needed.
9. Supports the swim coaches to ensure proper scheduling and staffing for weekday practices and home swim meets.
10. Attends special events hosted at the Chemka Pool.
11. Monitors departments expenses and revenues throughout the season and takes corrective actions as necessary to assure that budget goals are attained.

Please note that this is a seasonal position. Availability is required prior to pool opening for season and after pool closes for season.

Reports to:
P&R Superintendent

Job Type: Temporary.

Required experience:
Pool Director: 3 years or Assistant Director: 5 years

Qualifications/ Certifications (Required):
Holds current certifications for (or is willing to complete prior to the season opening):
- Red Cross Lifeguarding/First Aid/CPR/AED
- Red Cross Lifeguard Management

Preferred:
Red Cross Water Safety Instructor
Red Cross Lifeguard Instructor
Qualified Swimming Pool Water Treatment Operator, as recognized by NY State Health (ASPSA's Licensed Aquatic Facility Technician, NRPA's Aquatic Facility Operator, NSPF's Certified Pool Operator, Starfish Aquatics AquaTech, or YMCA's Pool Operator On Location)
Red Cross Water Safety Instructor (Preferred)
Red Cross Lifeguard Instructor (Preferred)

Salary: \$25.00 an hour full time during season and part-time during pre and post season

Send letters of interest and resume to:
Aaron S. Podhurst
Superintendent of Parks and Recreation
Village of Hastings-on-Hudson
Apodhurst@hastingsgov.org
Hastings-on-Hudson, NY 10706

Deadline for letter of interest and resume Friday, March 4, 2022