



**FLORHAM PARK MUNICIPAL POOL 2023  
EMPLOYMENT APPLICATION ASSISTANT POOL MANAGER**

Date; \_\_\_\_\_

NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE: \_\_\_\_\_

POSITION: ASSISTANT POOL MANAGER \_\_\_\_\_

Are you available for the complete operation season?  YES  NO  
Memorial Day weekend through Sept. 4th

If no, time frame when you would not be available \_\_\_\_\_

Please check the following valid certifications that you hold:

CPO \_\_\_\_\_ CPR/AED \_\_\_\_\_ SFA \_\_\_\_\_

(Please provide copies of unexpired certifications with application)

**Must hold certifications prior to employment.**

LTG \_\_\_\_\_ EMT \_\_\_\_\_

**(Desired** Please provide copies of unexpired certifications with application)

Have you ever worked at a pool, camp, or any recreational facility?  YES  NO

If yes, where: \_\_\_\_\_

Current Employer and  
Position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Health/Medical Conditions or Allergies: \_\_\_\_\_

**BOROUGH OF FLORHAM PARK  
DEPARTMENT OF COMMUNITY SERVICES  
JOB DESCRIPTION**

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**ASSISTANT POOL MANAGER**

**DEFINITION**

Under direction plans of the Pool manager, develops, and promotes a safe community recreational program of swimming and water safety activities and supervises and trains the recreation leaders involved in the program. Assists the Pool Manager in preseason pool maintenance. Assists in seasonal pool and equipment maintenance. Develops lifeguard schedule and supervises lifeguards. Oversees the operation of the Snack Shack; does other related work.

**Must be able to work weekends, holidays, non-traditional work week, and flex hours.**

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

**EXAMPLES OF WORK:**

Develops lifeguard work schedule and maintains training records.

Maintains injury report file

Checks, tests, and records water quality as required by standards

Assists in the maintenance of the pool, equipment and grounds

Oversees Snack Shack Operation

Assists in planning, development, and promotion of safe community-wide program of swimming activities for recreation and water safety.

Supervises, trains, evaluates, and advises assigned employees and volunteers.

Operates and maintains both outdoor swimming facilities.

Organizes and participates in promotional activities created to develop the public's interest in the swimming program.

Assists at swimming meets and other special water activity events.

Tests and/or verifies the qualifications of lifeguards and swimming instructors.

Coordinates the swimming and water safety programs with other recreation services offered in the area.

Prepares reports and press releases as required.

Supervises the establishment and maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**REQUIREMENTS:**

Two (2) years of experience in recreation work involving the planning, promoting, development, and supervision of a recreation program involving swimming and water safety.

**LICENSES:**

Appointees may be required to possess a driver's license valid in New Jersey.

**CERTIFICATIONS REQUIRED:**

Certified Pool Operator Certificate (CPO)

CPR and AED

Standard First Aid (SFA)

EMT (Desired)

**NOTE:** Applicants are required to possess valid and current certification as a trained pool operator issued by the National Recreation and Park Association, the National Swimming Pool Foundation, the YMCA or other recognized organizations.

**NOTE:** Applicants are required to possess current and valid standard first aid certification issued by the Red Cross, the National Safety Council or other recognized organizations.

**NOTE:** Applicants are required to possess current and valid CPR (cardiopulmonary resuscitation) certification including adult, child and infant CPR as well as obstructed airway training issued by the American Heart Association, the American Red Cross, the National Safety Council or other recognized organizations.

**NOTE:** Appointees are required to possess current and valid AED (automatic External defibrillator) certification.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the methodology involved in planning, promoting, developing, and supervision a swimming and water safety recreational program.

Knowledge of the problems encountered in planning, promoting, developing, and supervising a swimming and water safety recreational program.

Knowledge of life saving and water safety procedures.

Knowledge and skill in swimming.

Knowledge of life saving techniques.

Ability to organized, develop, coordinate, and promote a recreation program for swimming.

Ability to evaluate the qualifications of lifeguards and swimming instructors.

Ability to provide assignments and instructions to subordinates and supervise their work.

Ability to operate and oversee the maintenance of outdoor swimming facilities.

Ability to enlist the interest of concerned people and encourage their participation in an organized swimming program.

Ability to establish and maintain helpful and cooperative relationships with associates and the public.

Ability to prepare clear, concise, accurate, and informative reports and press releases.

Ability to supervise the establishment and maintenance of records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Ability to work in outside weather conditions which will include exposure to heat, sun, cold, wet or humid conditions for long periods of time.

Ability to establish and maintain effective, positive working relationships with co-workers, supervisors, officials, and the public, etc.

You will be required to attend a **mandatory** pre-season orientation and skill evaluation as a condition of employment. The Borough of Florham Park is an Equal Employment Opportunity municipality.

## **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:**

### **Licensing &/or Certifications:**

- Must hold current Certified Pool Operator Certificate (CPO), CPR/AED and Standard First Aid certification recognized by the State of New Jersey Department of Health & Senior Services.

### **Experience:**

- At least two years of experience.

### **Special Requirements:**

*• Will be required to attend a pre-season orientation as a condition of employment.*

*• Will be required to attend staff meetings during the season as scheduled by the Pool Manager or designee as a condition of continual employment.*

*\*Must be able to work weekends and Holidays*

*• May be required to pass a sex-offender background check if over the age of 18.*

I have reviewed the attached position description and understand the obligations and responsibilities required of the position by me during the time of employment. I also understand there is a required preseason orientation and skills meeting and that the pool season runs from Memorial Day weekend through Labor Day weekend.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Return with employment application***