

HAMILTON - WENHAM



RECREATION DEPARTMENT

16 UNION STREET
HAMILTON, MA 01982

DIRECTOR
SEAN TIMMONS

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WEBSITE
WWW.HAMILTONMA.GOV

Job Announcement/ Description Pool Director

The Hamilton Wenham Recreation Department is now accepting applicants for the seasonal position of Pool Director for the Veterans Memorial Pool at Patton Park. The pool is set to open early to mid-June and run until Labor Day. Pre-season responsibilities (varied hours) are also required

The Director will work under the direction Recreation Director and be responsible for the day to day operation of programs, supervision of staff, and maintenance of the pool facility.

Desired Qualifications

- Minimum of 21 years of age.
- 3 year of supervisory experience or 5 years of aquatic experience necessary
- Current Lifeguard Certification
- Current Certification in CPR/AED and First Aid for the Professional Rescuer or American Heart Association Heart Saver CPR
- Water Safety Instructor or YMCA Swim Lesson certification preferred

Responsibilities

- Manage and oversee lifeguards: Plan and organize workloads and staff assignments for lifeguards; Meet regularly with staff; Advise and coach lifeguards and evaluate them at them at the end of the season; Monitor time sheets and prepare payroll reports
- Ensure that swimming pool safety and health standards are maintained
- Lead and coordinate pre-season staff training and in-service training
- Oversee gate staff
- Perform pump room duties including backwash, handling and installation of chemicals as needed
- Perform pool chemistry tests to maintain compliance with the local Board of Health
- Perform other duties as needed by the Pool Director
- Oversee daily maintenance of the pool and bathhouse/restroom facility; Create and implement a schedule for the daily cleaning of the bathhouse/restroom facility
- Communicate on a daily basis with both the Recreation Director and Patton Park Summer Camp Program Director

Skills

- Thorough knowledge of lifeguard and rescue techniques, emergency preparation, and lifesaving techniques and first aid.

- Ability to establish and maintain effective working relationships with employees, supervisors, participants and the general public
- Mobility and the ability to sit, kneel, stand, stoop, communicate, reach and manipulate objects
- Ability to pass pre-employment physical & rescue skills evaluation

Salary: \$22 - \$26/hr based on experience

*** Please send Cover Letter and Resume to:

Sean Timmons
Recreation Director
Hamilton Wenham Recreation Department
16 Union St, Hamilton MA 01982

Or send by email to:

stimmons@hamiltonma.gov