

Triangle Pool – Swimming Pool Manager



Triangle Pool is a family-oriented, community-run pool located in the Enatai neighborhood of Bellevue, WA. The pool, which is open during the late spring and summer, offers individuals and families a fun, safe environment to socialize and enjoy aquatic activities.

Job Purpose/Overview:

The Swimming Pool Manager is responsible for the efficient and effective operation of the of the Triangle Pool swimming pool, including scheduling and supervising pool staff, routine maintenance, scheduling of pool activities and the financial accounting for all admission fees and other charges collected in connection with the pool operation.

Employment Schedule:

Part-time/weekends in May and mid-June, full-time during summer

Key Responsibilities:

- Assign, schedule, and supervise the work of lifeguards and other pool personnel.
- Plan, organize, direct, and manage swim instruction programs.
- Manage program fee collection and routine accounting reports.
- Supervise in-service training for all personnel, including pre-season meetings covering policies and procedures of Triangle Pool.
- Supervise health and safety factors of the pool.
- Schedule all events at the pool.
- Assume direct responsibility for the maintenance and operation of the lighting, filtration, sanitation, and overall safety of the facility
- Assists with the activities of the swim club, including swim meets and swim practices.
- Maintains personnel records and prepares necessary reports of time worked, assignments, and personnel requirements.
- Promote pool membership; and help the Board of Directors to retain members.

Required Knowledge and Abilities:

- Knowledge of swimming techniques and lifesaving.
- Knowledge of swimming pool hazards and safety precautions.
- Knowledge of the principles and practices of public recreation as they relate to swimming pool operation.
- Ability to plan, organize, and direct a recreational program in swimming for both adults and children.
- Ability to train and supervise personnel engaged in swimming pool operation.
- Ability to prepare reports.

Licenses/Certificates

- Current Cardiopulmonary Resuscitation for the Professional Rescuer (CPR/FPR) certification.
- Current First Aid (Title 22) certificate.
- Current Water Safety Instructor's Authorization Certificate (WSI).
- Certified Pool Operator certification a plus.

Education and Experience

- High school diploma or General Educational Development (GED) Certificate.
- Associate's or Bachelor's degree preferred.
- Three (3) full seasons (approximately 1,140 hours) of work in swimming pool management, lifeguarding, swimming instruction, or related activity.

How To Apply:

- Complete and submit [employment application](#) (required) and resume (optional) via one of the following:
 - Email: employment@trianglepool.org
 - Fax: (425) 460-4950
 - Mail: Triangle Personnel, PO Box 1081, Bellevue, WA 98009