



15 Day Street, East Stroudsburg, PA 18301

Call 570-426-1512 Fax 570-426-1839 Visit www.srosrc.org

2017 Employment Opportunities – Part-time Seasonal Manager Positions

POOL MANAGER

(age 21+)

Manages both Dansbury and Stroudsburg Borough Pools; plans, organizes, and directs daily pool operations and activities; supervises and schedules pool staff including: assistant manager(s), water safety instructors, lifeguards, and tower/maintenance aides; maintains a clean and functional facility; coordinates with the Recreation Coordinator on activities, lessons, and special events; coordinates with the Concession manager; assigns daily clean-up tasks, opening and closing procedures, and other duties as needed; Must spend equal time/hours at both facilities; complies with and enforces SROSRC policies, procedures, rules, and regulations.

- Must have at least 3 years of experience managing a public pool
- Must have at least 3 years of experience operating a pump house facility
- Must possess a Lifeguard certification or Water Safety Instructor certification

ASSISTANT POOL MANAGER(S)

(age 21+)

Assists the pool manager at Dansbury and Stroudsburg Borough Pools; assists with the planning, organizing, and scheduling of daily operations, activities, and inventory of supplies; oversees the daily operation of the pool and supervision of staff in the absence of the pool manager; communicates maintenance needs to the pool manager; directs staff and assists with daily cleanup tasks; maintains a clean and functional facility; complies and enforces SROSRC policies, procedures, rules, and regulations

- Must have at least 3 years of experience lifeguarding and/or experience working in aquatics at a pool facility
- Must have current lifeguard certification

CONCESSION MANAGER

(age 21+)

Manages both the Dansbury and Stroudsburg Borough Pool Admissions and Concession stands; supervises and schedules staff in Pool Admissions and Concessions; purchases and maintains inventory and supply orders; coordinates with vendors; pick up and delivers supplies to sites; supervisors daily cash control for Concessions and Pool Admissions; maintains daily attendance reports for pool admissions and completes/takes daily deposits to the bank; prepares and enforces daily opening and closeout procedures; directs daily clean-up tasks; complies with state and local rules and procedures for proper food handling; coordinates with the pool manager; trains staff for the season; maintains a clean and functional facility; must spend equal time/hours at both facilities; complies and enforces SROSRC policies, procedures, rules, and regulations

- Must have valid ServSafe Certification
- Must have at least 3 years of experience managing a concession stand, food service, or restaurant facility

PARK PATROL SUPERVISOR

(age 21+)

Supervises, trains and schedules park patrol, bike patrol and caretaker staff for multiple parks within the Stroud Region; reports maintenance needs to the Executive Director and the municipal representative and submits appropriate forms; coordinates park use schedule with the SROSRC office and staff; directs park caretaker on maintenance tasks on weekends, and holidays; completes purchase order requests for supplies and maintains inventory; assist staff with issues that may arise, police calls, EMS; complete necessary paperwork for documentation; complies and enforces SROSRC policies, procedures, rules, and regulations

Expectations for ALL Managers:

- Managers will conduct the interview and hiring process of part-time seasonal staff they are supervising
- Demonstrate positive leadership skills and works well with all staff
- Be respectful to other supervisors, coworkers, staff, and participants
- Good character and integrity
- Provide friendly customer service
- Positive communication skills
- Reports to, follows directions and completes tasks assigned by the Executive Director in a timely manner
- Ability to respond to an emergency situation and perform emergency procedures as trained
- Comfortable participating with and supervising participants in an outdoor environment
- Works hours vary as assigned by Executive Director; must be available to work nights, weekends, and holidays

Qualifications:

Please refer to the job description above for more specific certifications needed for each position. All certifications and clearances are required to be secured by the employee (at their own expense) prior to start date, and maintain valid through duration of seasonal employment with SROSRC. Certifications must be obtained every 60 months (www.KeepKidsSafe.pa.gov). Returning employees that have current clearances within the past 60 months need to affirm that nothing has changed since obtaining the clearances

- PA Child Abuse Clearance visit www.compass.state.pa.us/cwis
- PA Criminal Record Check for Employment visit <https://epatch.state.pa.us/>
- FBI Fingerprint Check visit <https://www.pa.cogentid.com/index.htm> (Dept. of Human Services)
- American Red Cross Adult/Child CPR/AED and First Aid Certifications (training may be available)
- Mandated reporter course certificate (training will be available)

Application Procedures:

- Visit www.srosrc.org to download application (Employment page)
- Mail or drop off completed application, resume, and copies of all certifications and clearances to the SROSRC office located in the Day Street Community Center, 15 Day Street, East Stroudsburg, PA 18301