



**Township of Ocean**  
**Department of Human Services**  
601 Deal Road • Ocean, NJ 07712 • 732-531-2600

**JOB TITLE:** COMMUNITY POOL AND TENNIS FACILITY ASST. MANAGER

**QUALIFICATIONS:**

1. Bachelor of Science degree in Recreation, Parks, Education, Business Management or related field given preference.
2. At least two years supervisory experience in aquatics setting given preference.
3. Valid Community CPR card preferred.
4. Valid Standard First Aid card preferred.
5. Certified Pool Operators license preferred.
6. Valid Lifeguard Certification preferred.

**GENERAL DESCRIPTION OF RESPONSIBILITIES:**

Assists in performing administrative and supervisory duties in the operation and management of the Pool & Tennis Facility. Reports directly to the Facility Manager.

**ESSENTIAL RESPONSIBILITIES:**

1. Act as site supervisor in the absence of the Facility Manager.
2. Assist in training and supervising all staff including front office, recreation, snack bar and maintenance personnel.
3. Assist in the preparation of staff work schedules.
4. Assist in overseeing lifeguard services agreements and assuring that all safety standards are adhered to.
5. Assist in the organization of family oriented activities and special events.
6. Assist in overseeing recreation staff that implements daily youth activities and other recreational activities as assigned.
7. Assure first aid forms are completed promptly and appropriately.
8. Assure that first aid is supervised appropriately.
9. Direct opening or closing procedures for facility including, but not limited to, financial daily reports.
10. Establish and maintain effective working relationships with employees, supervisors and public.
11. Communicate effectively in writing and orally.
12. Assist in maintaining and operating pool equipment.
13. Assist in overseeing the maintenance of the swimming pool. Monitor and maintain pool filtration system. Monitor pool water chemistry through testing and recording results of water samples. Adjust chemistry as needed to maintain standards.

**OTHER REQUIREMENTS:**

1. Required to work a maximum 35 hours/week during season; evenings, weekends and holidays necessary. Specific work schedule to be arranged between management personnel.
2. Required to work weekends and half days during June facility open dates.
3. Assist in preparing and presenting information at pre-season staff meetings.
4. Attend pre and post season staff meetings.