

Randall W. Teague, Mayor
*Director of the Department of
Public Works, Parks, and Public Property*

Paul Dougherty, Commissioner
*Director of the Department
of Revenue & Finance*

John C. Foley, Commissioner
*Director of Public Safety
& Department of Public Affairs*



Municipal Building
*135 Haddon Avenue
Haddon Township, N.J. 08108*

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JOB POSTING

The Township of Haddon is seeking an Assistant Manager for the Crystal Lake Pool.

JOB DESCRIPTION: Assistant to the Crystal Lake Pool Manager. Assisting with the daily operations of the Crystal Lake Pool.

DUTIES:

- Assisting with supervision of Lifeguards
- Post to and organize records concerning attendance, accident reports, chlorine readings and schedules
- All responsibilities of Pool Manager during his/her absence
- Routine disciplinary issues and communication with the Pool Manager when necessary
- Assisting with daily maintenance of the pool and administer pump room procedures including chemical readings, balancing and filtration
- Monitor pool, equipment, outside patio, locker rooms, concession stand, patrons, and staff in order to maintain a safe environment
- Assisting with the planning of pre-season and in-service training sessions and to participate in life-saving skill practices
- Enforcement of all rules, policies and procedures for the Crystal Lake Pool
- Assisting with facility set-up and breakdown on a daily basis
- Instruct and assist group swimming lessons for both children and adults

QUALIFICATIONS/SKILLS:

- CPR/AED Certification for the Lifeguard
- Must acquire a Pool Operator's License
- Must have leadership abilities to include mutual respect with pool staff and patrons, and be able to delegate duties as needed

EXPERIENCE:

- Must have previous experience working in an aquatic setting
- Previous experience as a Lifeguard, Assistant Pool Manager or Pool Manager preferred
- Knowledge and application in the areas of pool sanitation, water chemistry and filtration preferred

All interested parties should forward their up-to-date resume and letter of interest to Darlene Alfonsi at the Haddon Township Municipal Building, 135 Haddon Avenue, Haddon Township, NJ 08108 or Fax to (856) 854-9561.

THE TOWNSHIP OF HADDON IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.