

Status: Exempt, Salary Position

This position is considered exempt and is paid on a salaried basis. The salary reflects the reasonable expectations of the hours normally required to perform this position (40 hours per week), with flexibility based on facility and programming needs.

General Summary

Under the supervision and general direction of the County Administrator, the Pool Director directs, manages, and actively participates in all aspects of Alpena County Plaza Pool operations. The Director is responsible for the safe, sanitary, efficient, and financially responsible operation of the aquatic facility, including water quality and regulatory compliance, facility systems and minor maintenance, staff supervision and training, budgeting and administrative functions, aquatic programming, swim lessons, aquatic exercise, scheduling, community partnerships, marketing, grants, sponsorships, contracts, and fundraising. The Director serves as a working facility leader and may provide lifeguard coverage, instruction, troubleshooting, and direct patron support as operational needs require. The position also coordinates facility use with Alpena Public Schools and other community partners while maintaining a welcoming, safe, and professional environment for patrons of all ages and abilities.

Essential Functions

- 1. Staff Supervision, Training & Safety:** Supervises pool staff, including recruitment, hiring, scheduling, training, assigning work, evaluating performance, and addressing employee relations issues. Ensures lifeguard certifications, in-service training, emergency procedures, and required safety training remain current. Trains or facilitates training of lifeguards and aquatic instructors for initial certification, recertification, and ongoing professional development. Serves as a working/back-up lifeguard when operational needs require.
- 2. Aquatic Facility Operations & Maintenance:** Maintains current Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification and oversees the safe, sanitary, and efficient operation of the aquatic facility. Monitors and adjusts pool chemistry, performs required water testing, maintains daily operational records, washes and maintains filtration systems, and performs first-line troubleshooting of pumps, filters, HVAC, and other aquatic facility equipment. Coordinates repairs with County Maintenance, vendors, and outside contractors when necessary.
- 3. Regulatory Compliance:** Ensures compliance with applicable EGLE, County, State, and local regulations governing public swimming pools. Maintains required daily water testing records, operational and regulatory reports, safety documentation, emergency equipment, chemical records, and other required documentation. Ensures a properly trained and certified lifeguard is scheduled whenever required and maintains current staff certification and training records.
- 4. Facility Cleanliness & Minor Maintenance:** Oversees and participates in maintaining the cleanliness and sanitation of the pool, deck, locker rooms, offices, equipment areas, and other facility spaces. Performs or coordinates minor maintenance and identifies equipment or facility concerns before they become larger operational or safety issues.
- 5. Budget & Financial Administration:** Plans, prepares, and manages the pool operating budget. Monitors expenditures and revenues, reviews and approves invoices, creates invoices when necessary, maintains financial and operational records, develops recommended fee schedules, and works with appropriate County departments to ensure accurate processing of purchases, payroll, revenues, deposits, and expenditures. Develops alternate revenue sources to support year-round aquatic programming.

- 6. Aquatic Programming & Exercise Instruction:** Creates, implements, evaluates, schedules, staffs, and promotes aquatic programming for a wide range of ages and abilities. As a trained Aquatic Exercise Instructor, develops and instructs aquatic fitness and wellness classes and trains or assists other instructors in maintaining safe, effective, and consistent programming.
- 7. Swim Lesson Program Development:** Develops and maintains the facility's swim lesson curriculum and program structure. Establishes skill progression and safety standards, trains swim lesson instructors, evaluates instruction, teaches students as needed, and continually assesses the program to ensure lessons remain consistent, effective, and focused on water safety, survival skills, and swimming competency.
- 8. Facility Scheduling & School Coordination:** Develops and maintains the pool's operational and programming schedule while coordinating County programming, community users, rentals, swim teams, and Alpena Public Schools. Because the facility is located on Alpena High School grounds, scheduling requires ongoing coordination and awareness of school activities, athletic events, extracurricular functions, building access, and other events that may affect pool operations.
- 9. Community Partnerships & Facility Relationships:** Develops and maintains collaborative relationships with community organizations, schools, aquatic groups, government agencies, and facility partners, including Alpena Public Schools (APS), Boys & Girls Club, Scouting organizations, NOAA, Thunder Bay Schooners Swim Club, and other organizations utilizing or supporting the facility. Serves as a liaison for pool use, programming, safety expectations, scheduling, and partnership opportunities.
- 10. Grant Writing, Sponsorships, Contracts & Fundraising:** Researches, writes, presents, and administers grants, contracts, sponsorship proposals, fundraising initiatives, and other revenue-development opportunities to support pool operations, programming, equipment, and facility improvements. Maintains relationships with sponsors, granting organizations, community businesses, and funding partners and completes required reports and documentation.
- 11. Marketing & Community Outreach:** Develops brochures, advertisements, swim schedules, social media content, website information, radio materials, and other communications promoting pool programs and services. Represents the pool through presentations, meetings, media appearances, community events, and outreach to organizations and potential partners.
- 12. Supplies, Equipment & Inventory:** Orders and maintains inventories of chemicals, testing supplies, safety equipment, instructional equipment, maintenance supplies, office materials, and other items necessary for facility operation. Communicates with vendors to obtain appropriate products, service, quality, and pricing.
- 13. Data, Reports & Administrative Responsibilities:** Maintains patron counts, program participation data, daily pool chemistry logs, regulatory reports, inspection records, invoices, payroll documentation, contracts, grant documentation, and other operational records. Prepares and submits reports and information necessary for operational, budgetary, regulatory, and programming decisions.
- 14. Public & Patron Relations:** Maintains a visible presence within the facility and develops positive relationships with patrons, families, staff, community organizations, and other facility users. Responds to questions, concerns, safety issues, and operational needs while promoting a welcoming and professional environment.
- 15. Other Operational Responsibilities:** Performs related duties necessary for the safe and effective operation of Alpena County Plaza Pool, including responding to facility emergencies and operational issues outside regularly scheduled hours when necessary.

Employment Qualifications

Education and Experience: An associate's or bachelor's degree in business administration, recreation, aquatics, public administration, facility management, or a related field is preferred. A combination of relevant education, aquatic facility experience, supervisory experience, technical knowledge, certifications, and demonstrated management ability may be considered in place of a specific degree requirement. Three or more years of progressively responsible experience in aquatics, recreation, facility operations, staff supervision, or a closely related field is preferred.

Required/Preferred Knowledge and Abilities: Demonstrated ability to manage an aquatic facility; supervise and train staff; maintain safe pool chemistry; understand basic filtration, circulation, pump, and HVAC operations; develop aquatic programming; manage budgets and invoices; write grants, contracts, sponsorships, and fundraising materials; communicate effectively with the public; and maintain productive relationships with schools, community organizations, government agencies, vendors, patrons, and employees.

Certification and Other Requirements

- Must hold or obtain a current nationally recognized Lifeguard certification within 90 days of employment and maintain certification as required for the position.
- Must hold or obtain appropriate swim instruction or aquatic instructor training within 180 days of employment, as determined by the County and facility programming needs.
- Must hold or obtain Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification within one year of employment and maintain the certification on the required renewal cycle.
- Aquatic Exercise Instructor certification or documented aquatic exercise training is preferred; the Director may be required to develop and instruct aquatic fitness programming.
- Must maintain knowledge of applicable EGLE requirements and other State, County, and local public swimming pool regulations.
- Must be able to hire, schedule, train, supervise, and maintain appropriately certified aquatic staff.
- Must be able to establish and maintain effective working relationships with the public, County management, co-workers, Alpena Public Schools, community partners, user groups, and vendors.
- Must communicate effectively in oral and written English and be able to prepare professional reports, grants, contracts, sponsorship proposals, public communications, and operational documentation.
- Must possess a valid Michigan driver's license by employment date and retain a valid license while employed in this position.
- Copies of required certifications must be provided to the County and remain current during employment.

Screening and Compliance

- Employee must successfully complete any post-offer employment medical examination and background investigation required by the County.
- Employee must comply with employment guidelines, policies, and procedures of Alpena County.

Physical Requirements

This job requires the ability to perform the essential functions contained in this description. Reasonable accommodations will be made for otherwise qualified applicants or employees as required by law.

- Entering and exiting the pool using ladders, stairs, or deck access.
- Ability to lift, assist, or tow patrons from the water as required during emergency response.
- Ability to meet the physical requirements of required lifeguard and aquatic safety certifications.
- Ability to lift, move, and handle pool equipment, supplies, and materials associated with routine facility operations.

- Ability to work in wet, humid, warm, and chemically treated aquatic environments.

Working Conditions

- Work is primarily performed indoors in a warm, humid aquatic facility with exposure to wet deck and locker-room surfaces.
- Work may involve emergency rescue situations, hazardous pool chemicals, bodily fluids, and other occupational hazards associated with public aquatic facilities.
- Flexible work hours are required based on programming, staffing, school activities, rentals, special events, emergencies, weekends, and holidays.
- The Director may be contacted outside normal working hours for urgent facility, staffing, or operational concerns.

Equipment, Tools, and Materials

- Office equipment, computers, phones, software, records, forms, reports, invoices, payroll documentation, and other administrative materials.
- Pool water testing equipment and daily chemistry logs.
- Filtration, circulation, pump, HVAC, and related aquatic facility systems for operational monitoring and first-line troubleshooting.
- Pool chemicals and hazardous materials used for water treatment and facility sanitation, with appropriate personal protective equipment.
- Aquatic safety, rescue, instructional, fitness, recreational, and maintenance equipment.

Hours of Work

This is a salaried, exempt position generally based on a 40-hour workweek. The work schedule is flexible and varies according to facility operations, staffing, programming, Alpena Public Schools activities, rentals, special events, weekends, holidays, and emergency needs.

Signature: _____ Date: _____