



BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805
(732) 356-0833 • Fax: (732) 356-8990
www.boundbrook-nj.org

BOUND BROOK RECREATION COMMISSION

Job Title: Pool Manager

Reports To: Park Director

Job Overview:

The Pool Manager is responsible for overseeing all operations of the aquatic facility, including supervision of staff, safety compliance, and ensuring a high-quality experience for all patrons. This role requires strong leadership, organizational skills, and a commitment to maintaining a safe and enjoyable environment.

Key Responsibilities:

Aquatic Team Management & Program Coordination

- Plan, organize, instruct, supervise, and evaluate the aquatic team, ensuring proper training and adherence to protocols.
- Assist in implementing pool programs and conducting poolside games to enhance patron experience.

Safety & Compliance

- Enforce all policies, procedures, and regulations set by the Recreation Director and the State of New Jersey.
- Maintain and oversee the Aquatic Supervision Plan, ensuring accurate and legible logbook records at all times.
- Supervise all pool activities, including hourly chemical checks, pump house equipment inspections, and overall pool surroundings.
- Ensure that safety equipment and first aid supplies are stocked and available, notifying the Park Director when restocking is required.

Facility & Equipment Maintenance

- Oversee daily maintenance of pool equipment, ensuring all systems are functioning properly and reporting issues immediately to the Recreation or Park Director.
- Manage chemical inventory and ordering, coordinating with the Borough to replenish supplies in a timely manner.



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Staff Supervision & Training

- Monitor the performance, scheduling, and any issues related to pool employees, reporting concerns to the Recreation and Park Directors.
- Conduct regular staff meetings and training sessions, reviewing emergency action plans and pool procedures.
- Administer tests to staff who miss scheduled training sessions.

Customer Service & Incident Management

- Maintain a professional and welcoming demeanor when interacting with pool patrons.
- Address disciplinary issues, resolve complaints, and escalate matters to law enforcement or emergency personnel when necessary.
- Prepare final reports on accidents, swim lessons, and maintenance of the aquatic facility.

Qualifications & Skills:

- Previous experience in pool management, lifeguarding, or aquatics supervision preferred.
- Certified in CPR, First Aid, and Lifeguarding (or ability to obtain certification before start date).
- Knowledge of pool chemistry and maintenance procedures.
- Strong leadership, communication, and conflict-resolution skills.
- Ability to work flexible hours, including weekends and holidays.