

Sheridan Pool Job Description 2026 Swim Season

Job Title: Lifeguard

Application Due: May 8

GENERAL FUNCTION

Maintain a safe environment for patrons and staff in the pool, deck, and surrounding areas. Participate in community enrichment activities through teaching swim lessons, leading water aerobics and any other activities as arranged.

ELIGIBILITY REQUIREMENTS

1. 15 years of age or older.
2. United States Citizen.
3. Meet minimal background check requirements.
4. Willing to obtain CPR for the Professional Rescuer.
5. Willing to obtain or maintain current Lifeguard certification.

ROLES AND RESPONSIBILITIES

1. Maintain safe swimming conditions in the pool, and a safe environment on deck and surrounding areas.
2. Prevent accidents by maintaining constant observation of the pool area, enforcing safety rules, and maintaining emergency readiness.
3. Respond to emergency situations in accordance with Ruby Valley Swimming Pool policies and procedures. Complete incident reports as required.
4. Monitor weather conditions and determine the need to evacuate the pool and surrounding area, following state guidelines.
5. Teach swim lessons and/or lead water aerobics as trained and scheduled.
6. Maintain accurate records of students' progress through swim lessons levels.
7. Maintain effective relationships with patrons and coworkers.
8. Attend staff meetings and in-service training as scheduled.
9. Maintain records of pool chemical readings as directed.
10. Perform routine maintenance of the pool, surrounding areas, and equipment to ensure cleanliness and safety, promptly reporting any problems.
11. Set-up and store equipment for open swim, lessons, aerobics and any other community enrichment activities.
12. Actively participate with coworkers in daily opening and closing activities.
13. During hourly cage rotations, take responsibility for selling concessions, liability waivers, answering the telephone, swim lesson and swim pass signups, scheduled chemical testing, and any other duties as directed.

BEHAVIORS AND SOFT SKILLS

1. Must report to work on time (i.e. be dressed and ready to begin your shift at the scheduled time).
2. In the event of illness or unavoidable absence, managers must be notified in time to assist in finding a replacement.
3. Always wear appropriate apparel when lifeguarding.
4. Understand and carry out oral and written instructions. Ask for clarification whenever necessary.
5. Use mature judgment and sound decision-making.
6. Hone the ability to relate to patrons in a positive, and firm manner.
7. Maintain confidentiality in patron interactions.
8. Maintain a positive working environment with your coworkers
9. Maintain certification-level of physical and mental readiness.
10. Continually remain observant, safety conscious, able to react calmly and quickly in an emergency.

Sheridan Pool Job Description

2026 Swim Season

Job Title: Lifeguard II

Application Due: May 8

GENERAL FUNCTION

Maintain a safe environment for patrons and staff in the pool, deck, and surrounding areas. Participate in community enrichment activities through teaching swim lessons, leading water aerobics and any other activities as arranged.

ELIGIBILITY REQUIREMENTS

1. 15 years of age or older.
2. United States Citizen.
3. Meet minimal background check requirements.
4. Willing to obtain CPR for the Professional Rescuer.
5. Willing to obtain or maintain current Lifeguard certification.

ROLES AND RESPONSIBILITIES

1. Maintain safe swimming conditions in the pool, and a safe environment on deck and surrounding areas.
2. Prevent accidents by maintaining constant observation of the pool area, enforcing safety rules, and maintaining emergency readiness.
3. Respond to emergency situations in accordance with Ruby Valley Swimming Pool policies and procedures. Complete incident reports as required.
4. Monitor weather conditions and determine the need to evacuate the pool and surrounding area, following state guidelines.
5. Teach swim lessons and/or lead water aerobics as trained and scheduled.
6. Maintain accurate records of students' progress through swim lessons levels.
7. Maintain effective relationships with patrons and coworkers.
8. Attend staff meetings and in-service training as scheduled.
9. Maintain records of pool chemical readings as directed.
10. Perform routine maintenance of the pool, surrounding areas, and equipment to ensure cleanliness and safety, promptly reporting any problems.
11. Set-up and store equipment for open swim, lessons, aerobics and any other community enrichment activities.
12. Actively participate with coworkers in daily opening and closing activities.
13. During hourly cage rotations, take responsibility for selling concessions, liability waivers, answering the telephone, swim lesson and swim pass signups, scheduled chemical testing, and any other duties as directed.

BEHAVIORS AND SOFT SKILLS

1. Must report to work on time (i.e. be dressed and ready to begin your shift at the scheduled time.
2. In the event of illness or unavoidable absence, managers must be notified in time to assist in finding a replacement.
3. Always wear appropriate apparel when lifeguarding.
4. Understand and carry out oral and written instructions. Ask for clarification whenever necessary.
5. Use mature judgment and sound decision-making.
6. Hone the ability to relate to patrons in a positive, and firm manner.
7. Maintain confidentiality in patron interactions.
8. Maintain a positive working environment with your coworkers
9. Maintain certification-level of physical and mental readiness.
10. Continually remain observant, safety conscious, able to react calmly and quickly in an emergency.

EXPERIENCE

1. Must have one (1) or more years experience at the Ruby Valley Swimming Pool or similar environment with positive performance reviews.

Sheridan Pool Job Description

2026 Swim Season

Job Title: Operations/Pool Manager

Application Due: May 8

GENERAL FUNCTION

The Sheridan Swimming Pool Manager is responsible for overseeing the operation and maintenance of the Sheridan Swimming Pool, ensuring safety, cleanliness, and proper functioning of the facility, ensuring equipment is in optimal condition, adhering to regulations, and responding to emergencies while also supervising staff and managing programs.

ELIGIBILITY REQUIREMENTS

1. 18 years of age or older.
2. United States Citizen.
3. Meet minimal background check requirements.
4. Willing to obtain CPR for the Professional Rescuer.
5. Willing to obtain or maintain current Lifeguard certification.

ROLES AND RESPONSIBILITIES

1. Safety and Supervision

- **Supervise Lifeguards:** Ensure lifeguards are properly trained, attentive, and following written manuals, procedure, and protocols.
- **Enforce Safety Rules:** Implement and strictly enforce pool rules and safety guidelines for all patrons.
- **Maintain a Safe Environment:** Regularly inspect the pool area for hazards and ensure a clean and safe environment for all users.
- **Coordinate Emergency Procedures:** Develop and coordinate emergency procedures and rescue operations.

2. Maintenance and Operation:

- **Pool Maintenance:** Oversee the cleaning, maintenance, and repair of the pool and surrounding areas.
- **Water Quality:** Monitor and maintain proper water chemistry and quality through testing and chemical adjustments in coordination with CPO(s).
- **Chemical Handling:** Safely handle and store pool chemicals, ensuring compliance with regulations.
- **Equipment Management:** Maintain and repair pool equipment, including pumps, filters, and lighting.

3. Staff Management:

- **Staff Scheduling:** Plan and manage lifeguard and pool staff schedules.
- **Hiring and Training:** Assisting in recruiting staff, hiring, and training new staff members.
- **Performance Evaluation:** Evaluate staff performance and provide feedback and training monthly, at season end and as needed.

4. Program Management:

- **Organize Programs:** Plan and organize swimming lessons, recreational activities, and other pool programs.
- **Address Customer Concerns:** Respond to customer inquiries and address complaints or concerns.
- **Record Keeping:** Maintain accurate records of pool usage, incidents, and maintenance activities.
- **Procedures:** Review & Update Annually, as needed Pool Employee Procedures & Policy Manual.
- **Budget Management:** Manage the pool's budget and ensure efficient use of resources.
- **Reports:** Report, as necessary, to Sheridan Pool Advisory Committee, SPAC.

Sheridan Pool Job Description

2026 Swim Season

Job Title: Operations/Pool Manager

Application Due: May 8

General Function

A Certified Pool Operator (CPO) is responsible for maintaining the safety, cleanliness, and proper functioning of a swimming pool or spa by ensuring water chemistry, filtration, and equipment are in optimal condition, adhering to regulations, and responding to emergencies.

ELIGIBILITY REQUIREMENTS

6. 18 years of age or older.
7. United States Citizen.
8. Meet minimal background check requirements.

Roles and Responsibilities:

1. Water Chemistry and Treatment:

- Test and adjust water chemistry (pH, alkalinity, chlorine/bromine levels, etc.) to maintain safe and sanitary conditions.
- Handle and store pool chemicals safely, following proper procedures and safety protocols.
- Monitor and maintain water circulation and filtration systems.

2. Pool Maintenance and Cleaning:

- Clean and maintain the pool area in coordination with Pool facility Manager, including decks, ladders, and surrounding surfaces.
- Vacuum, brush, and scrub the pool floor and walls.
- Inspect and maintain pool equipment, such as pumps, filters, heaters, and chlorinators.

3. Safety and Compliance:

- Enforce pool rules and regulations to ensure the safety of swimmers.
- Coordinates with Pool Manager for expected response to emergencies, including first aid and rescue procedures.
- Maintain accurate records of pool parameters, inspections, and maintenance activities.
- Comply with local, state, and federal regulations regarding pool operation and safety.

4. Other Duties:

- May assist with minor repairs or maintenance tasks.
- Order and manage pool supplies and chemicals in cost effective manner.
- Coordinates with Pool Manager for expectations for customer service to pool users.

Skills and Qualifications:

1. **Certification:** A CPO certification from a recognized organization (e.g., National Swimming Pool Foundation - NSPF) is essential.
2. **Knowledge:** Strong understanding of water chemistry, pool filtration, and safety regulations.
3. **Skills:** Ability to operate and maintain pool equipment, handle chemicals safely, and communicate effectively.
4. **Physical Requirements:** Ability to lift and carry pool supplies and equipment.
5. **Other:** Good customer service skills, ability to work independently and as part of a team, and willingness to comply with company standards and regulations.