

Verona Community Pool Management Job Description

In order to apply, please send an email to Jimmy McHugh at jmchugh@veronanj.org, detailing your interest in one or more available positions.

The job responsibilities of the managers of the Verona Community Pool include, but are not limited to, the following:

All Managers:

1. All managers are responsible for the general management and disciplinary action of all employees when on duty. Employees are required to abide by their respective employee handbooks, be polite and courteous to their colleagues and patrons, and are additionally not allowed to smoke, drink, or use any other substance deemed unfit for the workplace by management.
2. The manager on duty is responsible for establishing or delegating a rotation of the employees on duty. All managers are therefore responsible for knowing the details and intricacies of the responsibilities of each role performed by their department's employees.
3. Managers on duty are expected to deal with any escalated patron complaints, issues, or conflicts.
4. All managers are expected to be familiar with the scheduling app, When I Work, in order to schedule and assist employees.
5. All managers are expected to be proficient in PrimePoint, the payroll system in the event that they are given clearance to assist with missing punch ins or punch outs on employees' timesheets. They are also expected to be knowledgeable of the clock in and out app, UKG Ready; they should be able to assist staff with logging in and instructing them on app setup.
6. All managers are required to know the Messaging feature of Community Pass in order to send messages in the event of an emergency closure.

Head Manager:

1. The Head Manager is the highest level of management at the Verona Community Pool. As such, any escalations beyond the assistant managers are directed towards the head manager.
2. Communicate with the Verona Recreation Department regarding any concerns or updates that they feel should be communicated beyond the scope of the pool.
3. The Head Manager is expected to be aware of all procedures set forth by the Recreation Department and the action plan associated with it.

4. The Head Manager at the Verona Community Pool is responsible for coordinating the schedule of the managers so that at least one manager is present at the Verona Community Pool during all operating hours.

Pool Managers receive a seasonal stipend and are FLSA exempt employees.

Application Information

1. If you are a new employee, you must request an application from the recreation department. This can be done by emailing jmchugh@veronanj.org requesting an application. The application opens on January 15th, and is due by March 1st. All returning or previously waitlisted employees will automatically receive their application on January 15th.
2. Once you receive your application, you must fill out the Google Form portion as soon as possible. While applications are due March 1st, we encourage you to get them in as soon as possible. It is not a difficult or time consuming process to fill out the Google Form.
3. If you are a lifeguard applicant, you will have to submit your active lifeguard certification. If you are not certified, or if you will not be certified as of May 25, 2024, you may indicate on your application requesting information regarding certification and recertification classes.
4. If you are a new employee, you must fill out and submit your Notification and Release Form so that we can run your background check. This can be done as a step on your Google Form.

Hiring Process

1. If you receive an Offer of Employment email when they go out, it means that you have been offered a job at the Verona Community Pool for the summer. In the email, there are details concerning your position and rate, as well as a Confirmation of Employment Form to fill out, and information regarding the mandatory harassment training.
2. Also in your Offer of Employment email will be a link to a Google Form to confirm your employment and submit your contract. Without filling this out, we will not know that you are accepting the position and we will move forward under the assumption you are not.
3. If you are a new employee, you will receive an email from TruView, the background check company we use. In it you will find your TruView Background

Check questionnaire, which must be filled out in one sitting, in a timely manner upon receiving it.

4. After you fill out your Confirmation of Employment, you will receive an email from the payroll department to set up your information so you can be paid. It is the policy of the Recreation Department that everyone utilizes Direct Deposit. We will not issue live checks.
5. You will also receive either an email or text to join When I Work, the scheduling app the pool managers use to organize who is working and when. You must download the app and join as soon as you receive the alert.
6. Finally, you will have to attend a mandatory orientation at some point in May before we open on the Saturday of Memorial Day.

Notes

1. All applicants are expected to commit to completing all of these steps independently and without reminder from the Recreation Department. We will not remind you or follow up.
2. We communicate solely with the applicants themselves, from phone calls, to emails, to in person meetings. If you want to request an application, we require that it come from you, the applicant's, personal email. We do not answer questions from parents, we do not let parents fill out applications, nor can any communication meant for the applicant go to a parent's email. We deal with you, the potential employee.
3. If you are put on a waitlist, this does not mean you will be hired, it means that we received your application and if we need more employees in the position you applied for after the initial hiring process, we will reach out in order of who applied first. In other words, you do not have a job for us if you are on the waitlist.
4. We will no longer be issuing paper applications and we will not be accepting any physical applications or physical Notification and Release Forms starting in 2024, barring a special case.