

Tawasentha Park Pool Manager

The Parks and Recreation Department is responsible for the design, maintenance, promotion, and beautification of numerous parks, recreational facilities, and seasonal programs throughout the Town. We employ full-time, part-time, and seasonal staff to manage these various activities, programs, and camps.

Job Description

We are seeking motivated individuals interested in joining the Town of Guilderland Aquatics Staff for the 2026 summer season. In this position, the Pool Manager or “Manager” will monitor all pool activities to promote a safe and healthy environment and be ready to perform life-saving skills should an accident or emergency occur while on duty. The Manager will maintain the safety of all pool area patrons and enforce Tawasentha Park’s [Pool Rules](#) at all times. This is a seasonal part-time Civil Service position. A Civil Service test is not required for this position.

Qualifications

Applicants must possess the following qualifications and requirements.

- Have current Lifeguard/First Aid/CPR & AED certifications or be pursuing those certifications prior to the first day the pool opens.
- Must be 18 years of age or older and have reliable transportation to and from the job site
- Must be available to work for the full season.
- Be flexible to accommodate summer schedules, interviews, training courses, etc.
- Be punctual and on-time when arriving for the beginning of the assigned workday shift
- Ability to serve as a positive role model and mentor to others; ability to provide instruction and direction to staff as warranted
- Excellent verbal communication skills; providing instructions or enforcing pool rules
- Comfortable in a team-player role and in addressing the public

Duties & Responsibilities

Duties and responsibilities include, but are not limited to the following:

- Supervision of lifeguard staff (approximately 20 lifeguards)
- Flexibility to assist Parks & Recreation or Town of Guilderland Management when issues arise, including when not on-site at the Pool facility.
- Assist Parks & Recreation Management with interviews, scheduling and pre-season prep meetings.
- Prevent injuries by minimizing or eliminating hazardous situations and behaviors
- Enforce all pool rules and regulations of the facility consistently and respectfully
- Recognize and respond quickly and effectively to all emergency situations and administer the proper care
- Wear a lifeguard uniform so patrons can identify you (swim suits and tank top or STAFF shirt)
- Maintain a safe and sanitary facility by partaking in general clean-up of the pool deck, pool, and bathroom facilities
- Be in good physical health in order to adequately perform all duties as a lifeguard
- Represent the Town of Guilderland and the Parks and Recreation Department in a professional and respectful manor at all times

Tawasentha Park Pool Manager

- Perform testing of pool chemical and document them on Department of Health form(s) as required.
- Complete the American Red Cross Lifeguard Management Online Course (3.5 hours); scheduled by Parks & Recreation upon hire and paid for by the Town of Guilderland.

Salary

The starting rate of pay will be discussed upon hire; based on experience and/or certifications.

Preferred Experience

The following list outlines the required certifications; experience in pool supervision is preferred, but not required.

- Have current Lifeguard/First Aid/CPR & AED certifications or be pursuing those certifications prior to the first day of work.
- Strong swimming skills
- Experience with lifeguarding and/or supervising pool activities is preferred

Additional Information

The pool at Tawasentha Park will open for the summer on Saturday, June 13, 2026 and closes on Sunday, August 30, 2026. If there are instances of inclement weather, Management may elect to close the pool early for the day due to any safety concerns that may arise.

- **Open Swim** - The pool is open to town residents 12:00pm-7:00pm Monday-Friday and 11:30am-7:00pm Saturday & Sunday.
- **Lap Swim** - The pool opens for lap swim at 11:00am Monday-Thursday and 10:00am on the weekends. Two lifeguards are scheduled during the lap swim time periods.
- **Swim Lessons** - Swim lesson programs are in session for 7 weeks over the summer; the last week of June through mid-August. Lesson teachers will be scheduled from 8:30am-12:00pm; the last week of lessons, (week 7), teachers are scheduled from 9:30am-12:00pm. On some days lesson teachers will stay until 2:00pm, 5:00pm or 7:00pm.

The Recreation Administrator and Lifeguard Manager will create work schedules for the summer and send it to all lifeguards in early June. The Pool Manager will work between 30 and 40 hours a week, with flexibility to work weekends. Pool Managers or an Assistant Manager will be required to be on-site daily, during the hours the pool is open.

Lifeguards will work between 21 and 35 hours a week, and should have at least 4 available days to be scheduled weekly, including one weekend day. Between 6 – 8 lifeguards are on duty during the day.

- Typical shifts for afternoon lifeguards will be 12:00pm-7:00pm and 2:00pm-7:00pm during the week. All lifeguards scheduled will work 11:30am-7:00pm on weekends, unless extra coverage is needed due to weather or events. Typically, there are 6-8 lifeguards on duty during the day.
- We ask that our lifeguards have as much availability at the end of the summer as they can, especially local college students. Scheduling at the end of the summer is important, and can be flexible based around sports or school schedules.

Weekly lifeguard practices are every Friday at 11am. Weekly practices are mandatory as recertification is done in-house. Any missed practice sessions will be required to be made up.

Tawasentha Park Pool Manager

There will be a mandatory pool staff pre-season meeting at the end of May to go over expectations and prepare the pool for the summer. The date and time of the meeting will be communicated upon hire.

Employee Benefits

- The Lifeguard Manager, as well as all lifeguard staff, may request up to 10 vacation days to be used between end of June to mid-August. Vacation requests need to be submitted by early June and approved for scheduling. The Park's & Recreation Administrator and the Lifeguard Manager will organize the summer vacation schedule.
- Opportunity to join the New York State and Local Retirement System (NYSLRS)
- Bi-weekly pay with Direct Deposit of funds (election forms made available upon hire)