



February 2025

Dear Prospective Pool/Recreation Director:

We, at the Village of Stewart Manor, are beginning preparations for the 2026 pool season. We are actively looking for candidates for the position of a seasonal full-time Pool/Recreation Director (see enclosed job description). We felt this might be an especially good fit for a teacher who might be looking for full-time summer employment, as well as someone who has experience working with teenagers, who make up most of our pool staff as lifeguards and recreation aides.

The Stewart Manor Pool is a relatively small facility in comparison to most area pools. We have a pool management company that assists with the technical aspects of running and maintaining a pool and who will provide technical training. I have also enclosed descriptions of the remaining positions we have at the pool to help give an overview of the entire operation.

The hourly salary is between \$25 - \$30 per hour, depending upon experience.

If you are interested in applying, please mail and/or fax (516-354-1825) me a resume and your salary requirements by February 28. Resumes may also be e-mailed to [villagehall@stewartmanor.org](mailto:villagehall@stewartmanor.org). If you have any questions, please call me at 516-354-1800.

Thank you for your interest in Stewart Manor.

Sincerely,

*Rosaleen Shea*

Village Administrator  
[villagehall@stewartmanor.org](mailto:villagehall@stewartmanor.org)

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## **POOL SEASON 2026: JOB DESCRIPTIONS**

### **POOL DIRECTOR**

- Directs and oversees the daily operation of the Stewart Manor Pool
- Assist in hiring of pool personnel including making sure their certifications are current (Lifeguards and Water Safety Instructors)
- Sets the schedule for pool employees and is responsible for staffing levels; including a daily rotation schedule for the lifeguards
- Coordinates the ordering of uniforms for staff (and makes sure the staff complies with being properly dressed for work)
- Coordinates swimming lessons (both sign-up, the lessons and notification of parents in the event of a cancellation)
- Makes sure the pump house and all other equipment is running properly
- Fill out appropriate daily logs and tests for quality of water
- Coordinate all recreational activities/special events at the pool (including arts and crafts, Bagel Sundays, bingo nights, movie nights etc.) and the country club lawn concerts
- Responsible for ordering of all supplies with regard to general supplies, pool chemicals, snack bar inventory and refreshments for season
- Responsible for incident reporting and State Inspection compliance
- Make sure the pool facility is secured upon closing nightly

### **ASSISTANT POOL SUPERVISOR**

- Assist the pool director in all of their responsibilities
- Be the acting supervisor in the absence of the pool director

### **LIFEGUARD**

- Guard the pool to ensure the safety of all patrons
- All shifts will be 45 minutes guarding the pool and 15 minutes break per hour (small pool, 2 stations at large pool).
- Help Pool Director run the pump house and monitor water level and quality
- Maintain general grounds of the pool when not on the stand including cleaning tables and the facility as a whole
- If a WSI, teach swimming lessons
- Help to coordinate, coach the swim team (including working with the Pool Director to order swim team supplies like uniforms)



### **RECREATION AIDE**

- Check ALL pool passes at entrance and collect guest fees
- Sell snacks and hot food for snack bar and collect all receipts
- Tally the end of day snack bar and guest receipts
- Run recreation events, including set up, clean up and coordinating of the event (such as arts and crafts, bingo and movie night)
- Take snack bar inventory daily
- Clean tables, sweep pool area, empty garbage pails once an hour and hosing down of cement every evening, particularly in eating areas
- Help Pool Director run the pump house and monitor water level and quality, vacuuming of both pools daily
- Monitor restrooms during county club lawn events
- Monitor and replace supplies in the restrooms once an hour
- Set up and break down chairs and refreshments for the recreation events (including events within the pool as well as the lawn concerts and movie nights)