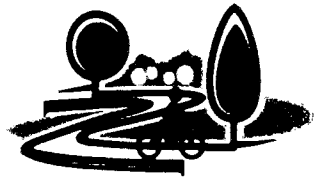


# LOWER MAKEFIELD TOWNSHIP Parks & Recreation



To: Caitlin Adams CPO, LGI-IT, CPRP, Aquatics Manager  
FROM: Monica Tierney, Parks and Recreation Director  
RE: Title Change  
DATE: March 24, 2023

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Dear Caitlin,

After review of your position it has been determined that it would be appropriate to change your title from Pool Manager to Aquatics Manager. Your job description and pay will remain the same. Your job description is attached to this Memorandum. Thank you for everything you do for the Township and for being a leader in Aquatics.

Sincerely,

Monica Tierney MBA, M.Ed.  
Director of Parks and Recreation  
1550 Oxford Valley Rd. Yardley PA 19067  
[monicat@lmt.org](mailto:monicat@lmt.org)  
267-274-1112

CC:

David Kratzer, Township Manager  
Park and Recreation Advisory Board

## LOWER MAKEFIELD TOWNSHIP

JOB TITLE: AQUATICS MANAGER  
FULL TIME, YEAR-ROUND

DEPARTMENT: PARKS AND RECREATION

SUPERVISOR: MONICA TIERNEY, PARKS AND RECREATION DIRECTOR

### POSITION SUMMARY:

Manages all aspects of the pool to include events and programs, employee management, ordering supplies and registrations. Primary responsibilities include receiving, verifying and processing pool membership applications. Preparing pool membership marketing materials for up-coming season. Responsible for processing reports and pool deposits. Updating and maintaining the content of the Township website and cable channel. Hiring and Training all pool personnel and ensuring their certifications are in good standing. In summer months serve as onsite pool manager. Ability to assist in all departments as needed. This position is full time and will require irregular hours.

### ESSENTIAL FUNCTIONS:

- Responsible for organizing, planning and implementation of all events and programs for the pool.
- Manages pool administration, pool maintenance staff and interns.
- Process new and returning pool memberships which includes verifying all membership information, data entry, processing pool passes, processing reports, preparing deposits for bank.
- Prepare pool membership marketing materials for the up-coming season; including 2 mailings per year and forwarding materials to off-site printer.
- Written and verbal communications associated with pool membership
- Process employment paperwork for pool staff, which includes processing time cards and providing the finance department with payroll information.
- Maintain and operate pool equipment; including cameras and coordination of computer set-up at pool complex.
- First line of communication for residents in reference pool and a variety of other information.
- Provides clerical support for program registration, point of sale, pavilion rentals and membership registration. In addition, this person will be accountable for order and purchasing.
- Conducts and attends a variety of trainings, staff meetings and community recreation meetings as needed.
- Maintains an open line of communication between staff and leadership.

- In the off season assists Parks and Recreation Manager with winter programming and administrative function.
- Acts as backup for time cards in the Directors absence.
- Assists when needed for larger events and programs.
- Performs related duties as required.
- Maintain and update the content on the Township website using WordPress.
- Maintain and update the content on the Township cable channel.
- Work on special projects as assigned.
- Answer and route incoming phone calls; assist callers.

#### QUALIFICATIONS:

- Minimum Bachelor's Degree
- Proficient in Microsoft Word, Excel and Outlook.
- Proficient in WordPress, and Capturepoint, or the ability to master these programs within 6 months of hire.
- Knowledge of HTML.
- Excellent customer service and communication skills.
- Work independently with minimal supervision.
- Ability to multi-task and prioritize.
- Ability to work an irregular schedule to accommodate pool membership signups and special events and programs. Ability to work overtime when necessary.

Last Updated: 3/4/2023