

Job Description

Pool Supervisor

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Pool Supervisor is responsible for supervising and administering activities at the swimming pool in order to provide quality swimming programs and services.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Pool Supervisor reports to the Director of Recreation and is responsible for supervision and administration of the swimming pool. This includes completing administrative responsibilities, hiring and supervising pool staff and scheduling activities.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Plan and develop pool programs and use to ensure maximum benefit of the facility for residents of the community

Main Activities

- Plan and develop pool related activities
- Develop a schedule for pool use including public swims, lessons and other activities
- Supervise recreation facilities and staff
- Develop swim activities to meet local needs
- Coordinate involvement in regional, territorial and provincial swim meets
- Coordinate an active community relations campaign to promote pool programs
- Arrange for advertising of programs
- Evaluate pool activities

2. Administer pool programs to ensure budgets and records are maintained in an accurate and timely manner

Main Activities

- Assist in preparation of the pool budget
- Monitor the budget and spending
- Collect revenues and fees
- Prepare monthly usage reports
- Maintain office files

3. Hire and supervise pool staff to ensure that staff are qualified and performing duties in a safe and courteous manner

Main Activities

- Hire and supervise lifeguards and swimming instructors
- Ensure lifeguards and swim instructors meet requirements
- Schedule hours of work

4. Maintain the facility to ensure the swimming pool is safe and clean

Main Activities

- Take water quality samples
- Make adjustments to chlorine levels as required
- Ensure lobby, changes rooms and deck area are clean
- Inspect facilities daily to ensure safety standards are maintained

5. Perform guarding and instruction duties

Main Activities

- Teach swimming lessons
- Act as lifeguard
- Set up and instruct lessons for school groups

6. Perform related other duties

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ life guarding and swimming instruction
- ✓ swimming pool administration
- ✓ an understanding of the northern cultural and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR

Skills

The incumbent must demonstrate the following skills:

- ✓ team leadership and management skills
- ✓ supervisory skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate spreadsheets
- ✓ effective communications skills
- ✓ effective public relations skills
- ✓ research and program development skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Pool Supervisor is required to have the following Certifications:

- ✓ Pool Operators 1 Certificate
- ✓ Water Safety Instructor Certificate
- ✓ First Aid and CPR Certificate
- ✓ National Lifeguard Standard Instructor/Examiner Certificate
- ✓ Examiner to Bronze Cross Level
- ✓ Fitness Instructor Certificate (Preferred)
- ✓ First Aid Instructor (Preferred)

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Pool Supervisor is expected to supervise, oversee and monitor swimming programs. He/she will be expected to lift, carry and manage equipment and supplies and may be required to practice lifesaving techniques. He/she is expected to perform guarding and instructor duties. The Pool Supervisor will be participating in and leading strenuous physical activities.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Pool Supervisor may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The Pool Supervisor must be prepared to deal with injuries and accidents. He/she must also handle various chemicals including chlorine.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. He/she must also handle various chemicals such as chlorine, which have powerful odors.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Pool Supervisor may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.