

Pool Supervisor

PURPOSE: Operate Day to Day Activities

QUALIFICATIONS:

Must be 18 years of age or older.

Current certifications in Standard First Aid and CPR; Certified Pool Operators License preferred

Applicants should be responsible, mature, and patient

Experienced working with the public; ability to work well with both children and adults

Applicants should possess a high energy level, excellent communication skills, and self-control

JOB DESCRIPTION:

- Reports directly to Superintendent of Recreation.
- Files all accident and incident reports immediately with Administration office. (One copy should be made for the Parks and Recreation Director and one copy for the Superintendent of Recreation.)
- Call Superintendent of Recreation and Parks and Recreation Director immediately for all accidents or incident.
- Keeps a daily log of incidents, accidents, patron difficulties, water problems or staff difficulties.
- Keeps and submits paperwork such as, time sheets, staff schedules, sign in sheets, concession logs and other necessary paperwork on time.
- Insures that all staff responsibilities are executed.
- Assists Cashier or concession worker as needed.
- Maintains a constant head count to ensure that the facility does not exceed the maximum bathing load.
- Maintains proper chemical levels in the pool and operational records to submit to the Health Department
- Teaches Professional Development on each Pay-Period.
- Executes all other duties assigned by the Superintendent of Recreation.