**JOB DESCRIPTION**

Job Title: Pool Manager

Title of Supervisor: Borough Manager

Positions Supervised: Pool Staff

Position Requirements:

1. Knowledge in life guarding and swimming instruction.
2. Knowledge of emergency procedures, First Aid and CPR.
3. Knowledge of swimming pool administration.
4. Understanding of cultural and political environments.
5. Ability to maintain standards of conduct and be respectful.
6. Must possess cultural awareness and sensitivity.
7. Ability to be flexible.
8. Ability to demonstrate a dedication to the position and the community.
9. Ability to be consistent and fair.
10. Must have Pool Operators 1 Certificate, Water Safety Instructor, First Aid and CPR Certificate, and Fitness Instructor Certificate (Preferred).
11. Ability to read and use the computer.
12. Ability to handle various chemicals such as chlorine, which have powerful odors.
13. Ability to multitask and must be prepared to deal with emergencies and stressful situations at any one time.
14. Must have team leadership and management skills.
15. Must have effective communication, public relation skills, research and program development, and supervisory skills.
16. Must have computer skills such as ability to operate spreadsheets.
17. Must have stress and time management skills.

Regular Duties/Responsibilities:

1. Responsible for supervision and administration of the swimming pool. This includes completing administrative responsibilities.
2. Plan and develop pool programs and use to ensure maximum benefit of the facility for residents of the community.
3. Plan and develop pool related activities.
4. Develop the schedule for pool use including public swims, lessons and other activities.
5. Supervise recreation facilities and staff.
6. Develop swim activities to meet local needs.
7. Coordinate involvement in regional, territorial and provincial swim meets.
8. Coordinate an active community relations campaign to promote pool programs.
9. Arrange for advertising programs.
10. Evaluate pool activities.
11. Administer pool programs to ensure budgets and records are maintained in an accurate and timely manner.
12. Assist in preparation of pool budget.
13. Monitor the budget and spending.
14. Collect revenues and fees.
15. Prepare monthly usage reports.
16. Maintain office files.
17. Supervise pool staff to ensure that staff is qualified and performing duties in a safe and courteous manner.
18. Supervise lifeguards and swimming instructors.
19. Ensure lifeguards and swim instructors meet requirements.
20. Schedule hours of work.
21. Maintain the facility to ensure the swimming pool is safe and clean.
22. Take water quality samples.
23. Ensure lobby, change rooms and deck are clean.
24. Inspect facilities daily to ensure safety standards are maintained.
25. Perform guarding and instruction duties

1. Teach swimming lessons.
2. Act as lifeguard.
3. Set up and instruct lessons for school and other groups.
4. Participate in and lead strenuous physical activities.

NOTE: A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this job classification. Employees are required to follow any other job related instructions and to perform any other job related duties required by their supervisor.

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Applicant’s Signature Date