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***Dotty Olson Pool
Supervisor***

Seasonal Job Description

City of Etna

05/24/2023



Purpose of the Position

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

SCOPE

The Pool Supervisor reports to the Etna City Pool Commissioners and is responsible for the implementation of the pool program and for developing and delivering activities at the swimming pool. This includes supervising the pool staff and operating the facility. The Pool Supervisor must be willing and able to work shifts and weekends.

Responsibilities

1. Lead pool staff to ensure that staff are qualified and performing duties in a safe and courteous manner.

Main Activities

- Supervise lifeguards and swimming instructors
- Ensure lifeguards and swim instructors meet requirements
- Interpret documents such as safety rules, operating and maintenance instructions and procedures manuals
- Compile routine reports and correspondence
- Compile weekly work schedules with staff.
- Conduct bi-weekly in-service training courses with the entire lifeguard staff.
- Work together with other EMS entities to provide safety training at the pool, preferably before the swimming season begins.

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

Main Activities

- Take water quality samples

- Maintain water quality standards
- Ensure the safety of patrons
- Ensure the lobby, changing rooms and deck area are clean.
- Assist in the preparation of the pool office for operation including cleaning and organizing before the swimming season opens.
- Inspect facilities daily to ensure safety standards are maintained
- Keep inventory and order supplies for the program
- Keep adequate first aid supplies at the pool
- Maintain and control use of equipment

3. Perform guarding and instruction duties if needed

Main Activities

- Teach swimming lessons and train swim instructors.
- Act as lifeguard if needed during any shift.
- Receive money for public swim lessons
- Cash-out and record revenues and issue receipts
- Maintain the daily cash log- book
- Keep a daily logbook of pool attendance and operation

4. Perform other related duties.

Knowledge, Skills and Abilities

Knowledge

The supervisor must have proficient knowledge in the following areas:

- ✓ Lifeguarding and swimming instruction
- ✓ Knowledge of emergency procedures, First Aid and CPR

Skills

The supervisor must demonstrate the following skills:

- ✓ Team leadership and management
- ✓ 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
- ✓ Stress management skills
- ✓ Time management skills

Personal Attributes

The supervisor 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:

- ✓ American Red Cross Lifeguard Certificate
- ✓ Water Safety Instructor Certificate
- ✓ First Aid, CPR and Blood Borne Pathogens Certificate
- ✓ Pool Operators Certificate (Preferred)

Working Conditions

Physical Demands

The Pool Supervisor 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. The Pool Supervisor must be able to move and or lift up to 50 pounds. The Pool Supervisor must be able to work shifts and weekends.

Environmental Conditions

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

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

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.