



POOL MANAGER

AGENCY/DEPARTMENT:
Community Services/Recreation

Approved By HR Director: Linda Matthews
Date Approved: 03/08/2005
Date of Last Revision:

Reports to: Senior Recreation Supervisor
Supervises: Lifeguard, Instructor Guard
Conflict of Interest Code Filer: No

JOB SUMMARY: Under general direction, performs recreational work supervising a variety of aquatic activities at a designated neighborhood swimming pool site; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class is distinguished from the Senior Pool Manager class by its supervision activities at neighborhood pools as opposed to high school pools. It is further distinguished from the Senior Pool Manager by its lack of interaction with school district personnel and lack of participation in aquatic program planning activities.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises aquatic activities at a neighborhood swimming pool for the recreation program including swim lessons, recreational swim, swim team, and other related activities.
2. Supervises, trains, and evaluates a small number of subordinate staff.
3. Instructs a variety of lessons.
4. Plans and directs a continuing aquatic safety program.
5. Inspects facility for safety and maintenance.
6. May assist with in-service training.
7. Maintains records.
8. Assists in promotion of activities.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. EXAMPLE COMBINATIONS ARE LISTED AS FOLLOWS.

EDUCATION: High School diploma or recognized equivalent.

EXPERIENCE: One season aquatics experience.

KNOWLEDGE OF:

- Water hazards, lifesaving techniques and rescue methods.
- First aid as applied to accidents in water and surrounding area.
- Principles of swimming pool operation.

ABILITY TO:

- Swim with proficiency and endurance for possible rescues.

- Maintain constant observation of an assigned area and detect and act upon situations as appropriate.
- Remain calm and efficient in stressful situations
- Communicate effectively with staff and the public in the delivery of aquatic programs.
- Establish, foster and maintain positive, harmonious working relationships with other employees, officials and public.
- Accurately maintain records.

LICENSES:

CERTIFICATIONS:

- Water Safety Instructor
- Standard First Aid
- Cardiopulmonary Resuscitation (CPR)
- Lifeguard Training

DESIRABLE:

- Ability to organize and conduct various age groups in swimming at beginning through advanced skill levels.
- Two years of part-time aquatics experience.
- Knowledge of recreation and its application to individual and group behavior with particular emphasis on aquatic programming.

FLSA Exemption Status: Non-Exempt
Employee Unit: Part-time
DOT Program Participant: No
Job Family: Recreation
Job Family Classes: Life Guard
Instructor Guard
Pool Manager
Senior Pool Manager