

Pool Supervisor Job Description

Job Summary

This is a seasonal position, beginning in May and concluding in September. The Pool Supervisor will have direct management responsibilities over the day-to-day operations of the Meadows Place Pool, under the direct supervision of the Aquatic Coordinator.

Essential Job Duties and Responsibilities:

- Regular and timely attendance as scheduled.
- Responsible for ensuring our members, guests and customers a safe and clean aquatic facility.
- Scheduling, training and supervising the Meadows Place Pool aquatic staff in accordance with the prescribed hours of operation, duties and responsibilities and within the approved budget.
- Responsible for overseeing the enforcement of established facility rules, regulations and policies.
- Expected to interact with our members and guests, elicit information regarding customer satisfaction and service and to relay that information to the Aquatic Coordinator.
- Expected to set a professional example at all times.
- Required to effectively manage the opening of, the routine maintenance, issuing and receiving equipment & supplies and the securing the facilities and amenities upon closing.
- Assist in the promotion, implementation and evaluation of swim lessons, special programs, and activities and spearhead the junior lifeguard program.
- Responsible for ensuring customer service policies and procedures are consistently followed by all Meadows Place aquatic staff.
- Expected to possess an extensive general knowledge of preventative lifeguarding, pool rules and regulations pertaining to the Meadows Place Pool and a basic knowledge of the mechanical systems relative to facility and aquatic operations.
- Prepares a variety of reports and maintains a variety of facility records as directed.
- Interacts with the general public, staff and contract personnel in an effort to assist the same in all relative facets of the Meadows Place Pool operations.
- Expected to maintain their physical condition, as to be able to effectively perform their prescribed duties and responsibilities.
- Expected to conduct, plan, implement, and evaluate all required biweekly in-services to ensure all staff is up to date on all lifeguard material and safety protocol.
- Reports to work as scheduled/directed and reports to work free from the effects of illegal drugs or alcohol. Must not be impaired due to use of prescription drugs.

Minimum Education and Experience:

Previous lifeguard/headguard experience required, with at least 2 years progressive management experience, preferably involving supervision of subordinate personnel and cash management.

- Minimum age of 18 years old
- Lifeguarding experience and certifications required.
- Must have good oral and written communication skills and the ability to deal effectively with the public.
- Must possess excellent customer service skills.
- Must possess a good working knowledge of Microsoft Word and Excel.

Pool Supervisor-DOE-\$16-\$18/HR

To apply please go to <http://cityofmeadowsplace.org/government/job-opportunities/>

For questions regarding the position, please contact Nick Garza at Parks4@cityofmeadowsplace.org

ACCEPTING APPLICATIONS UNTIL POSITIONS ARE FILLED