



SENIOR 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 supervision of a Recreation Supervisor, performs recreational work supervising a variety of aquatic activities at a designated high school swimming pool site; and performs other related work as necessary.

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

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Supervises aquatic activities for the recreation program including swim lessons, recreational swim, swim team, and other related activities.
2. Supervises, trains and evaluates subordinate staff.
3. Instructs a variety of lessons.
4. Plans and directs a continuing aquatic safety program.
5. Interacts with school district personnel in coordinating day-to-day facility use.
6. Inspects facility for safety and maintenance.
7. Maintains records.
8. Assists the aquatics supervisor in the planning and supervision of the Aquatics Program.
9. Assists with in-service training.
10. 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 as a Pool Manager or equivalent.

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:

- To organize and conduct various age groups in swimming at beginning through advanced skill levels.
- Swim with proficiency and endurance for possible rescues.
- Maintain constant observation of an assigned area; detect and act upon situations as appropriate.
- Remain calm and efficient in stressful situations.
- Communicate effectively with staff, school district personnel and the public in the delivery of a comprehensive aquatics program.
- Establish, foster and maintain positive, harmonious working relationships with other employees, officials and public.

LICENSES:

CERTIFICATIONS:

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

DESIRABLE:

- Demonstrated recreational program supervisory experience.
- Three years of part-time aquatics experience.
- Completion of college level coursework in recreation or related field.
- Knowledge of recreation and its application to individual and group behavior with particular emphasis on aquatic programming.

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| 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 |