



# The Municipality of West Elgin

22413 Hoskins Line, Rodney, Ontario N0L 2C0

## Job Description

Title: Pool Supervisor

Reports To: Parks and Recreation Supervisor

Positions Supervised: 6

### **Position Summary:**

Carries out a variety of duties in connection with the municipal pool. To provide ongoing supervision and operation of all aquatic related activities, provide leadership for aquatic staff and patrons.

### **Principal Responsibilities**

1. To be knowledgeable and enforce, all Municipality of West Elgin Policies and other relevant legislation.
2. Duties are as follows:
  - a) Overseeing, coordinating and collaborating with Lifeguards Instructors
  - b) Organize and implement staff training and schedules
  - c) Instruct swimming lessons, lifeguard various swim sessions
  - d) Monitor and record all pool information
  - e) Prepare daily bank deposit and balance funds
  - f) General maintenance of facilities
  - g) To be directly accountable for the activities and programs at the pool
3. Assists patrons as required
4. Assist with the promotion and advertising of programs and activities under the direction of the Parks and Recreation Supervisor
5. Prepare lesson plans for all levels and have them available during lesson times
6. To carry out cleaning duties as assigned
7. To ensure accurate, timely and complete submission of all forms and records but not limited to worksheets, progress cards and incident reports
8. To attend and participate in all training sessions
9. To be in uniform at all times
10. Plan staff training sessions, and practice emergency procedures
11. To be accountable for opening and closing procedures
12. Working in all weather conditions (including extreme heat and cold)
13. Carry out other duties as assigned

## **Working Conditions**

Available for work as required

Possible shift work

Exposure to the elements and hazardous conditions and or material

Occasional exposure to unpleasant or irate patrons

Required to work on land and water

## **Minimum Qualifications**

1. Minimum of 1 year experience
2. Current NLS
3. Red Cross Water Safety Instructor
4. Standard First Aid/ CPR "C"
5. Excellent Public Relations skills
6. Vulnerable Sector Criminal Record Check