

Municipality of West Elgin

JOB DESCRIPTION

TITLE: Pool Supervisor

REPORTS TO: Aquatic Supervisor

POSITIONS SUPERVISED: 6

EFFECTIVE DATE: January 2019

Position Summary:

Perform a variety of duties in connection with municipal pool. Assist the Aquatic Supervisor as required. To provide ongoing supervision and operation of all aquatic related activities, provide leadership for aquatic staff and patrons.

PRINCIPAL RESPONSIBILITIES

1. To be knowledgeable of, and to enforce, all the Municipality of West Elgin Policies and other relevant legislation. Duties are as follows:
 - a. Collaborating with Instructors Lifeguards,
 - b. Participate in staff training,
 - c. Monitor and record all pool records,
 - d. Instruct swimming lessons, lifeguard various swim sessions,
 - e. Prepare daily bank deposit and balance funds as required,
 - f. General maintenance of facilities,
2. Assists patrons as required, working in all weather conditions (including extreme hot and cold).
3. Assist with the promotion and advertising of programs and activities under the direction of the Parks and Recreation Supervisor,
4. Prepare lesson plans for all levels and have available during lesson times,
5. To perform cleaning duties as assigned,
6. To ensure accurate, timely and complete submission of all forms and records but not limited to worksheets, progress cards and incident reports,
7. To be in uniform at all times,
8. Participate in staff training sessions, and practice emergency procedures,

9. To be accountable for opening and closing procedures,
10. Perform all duties as outlined in the Instructor/Lifeguard job description,
11. Perform other duties as assigned.

WORKING CONDITIONS

Available for work as required.

Possible shift work.

Exposure to the elements and hazardous conditions.

Occasional exposure to unpleasant or irate people.

Required to work on land and water.

Some exposure to hazardous materials.

MINIMUM QUALIFICATIONS:

1. Minimum 1 year experience
2. National Lifesaving Society - Lifeguard
3. National Lifesaving Society – Swim Instructor
4. Standard First Aid/CPR“C”
5. Excellent public relations skills
6. Vulnerable Sector Criminal Record Check