

Job Description

Pool Supervisor (Seasonal)

PURPOSE OF THE POSITION

(The main reason for the position, in what context and what is the overall end result)

The Pool Assistant Supervisor is responsible for activities at the swimming pool in order to provide quality swimming programs and services.

SCOPE

(The way that the position contributes to and impacts on the organization)

The Pool Supervisor reports to the Recreation Coordinator and is responsible for the implementation of the above ground pool program and for developing and delivering activities at the swimming pool. This includes supervising junior pool staff and operating the facility. The Pool Supervisor is responsible for ensuring the facility meets the standard required by the NWT Public Swimming Pool regulatory body. The Pool Supervisor must willing and able to work shifts and weekends.

RESPONSIBILITIES

(Major responsibilities and target accomplishments expected of the position including the typical problems encountered in carrying out the responsibilities.)

1. Lead pool staff to ensure that staff are qualified and performing duties in a safe and courteous manner

Main Activities

- Supervise junior lifeguards and swimming instructors
- Ensure junior lifeguards and swim instructors meet requirements
- Interpret documents such as safety rules, operating and maintenance instructions and procedures manuals
- Compile routine reports and correspondence

2. Maintain the facility to ensure the swimming pool is safe and clean

Main Activities

- Take water quality samples
- Maintain water quality standards
- Ensure the safety of patrons
- Ensure lobby, changes rooms and deck area are clean
- Assist in the preparation of the above ground pool for operation including maintenance and general repair work
- Inspect facilities daily to ensure safety standards are maintained
- Keep inventory and order supplies for the program
- Keep adequate first aid supplies at the pool
- Maintain and control use of equipment

3. Perform guarding and instruction duties

Main Activities

- Teach swimming lessons
- Act as lifeguard
- Receive money for public swims
- Cash-out and record revenues and issue receipts
- Maintain the cash log-book
- Keep a daily log of pool attendance and operation

4. Perform other related duties

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- ✓ life guarding and swimming instruction
- ✓ an understanding of the northern cultural and political environment
- ✓ knowledge of emergency procedures, First Aid and CPR

Skills

The incumbent must demonstrate the following skills:

- ✓ team leadership and management skills
- ✓ supervisory skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ computer skills including the ability to operate spreadsheets
- ✓ effective communications skills
- ✓ effective public relations skills
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- ✓ maintain standards of conduct
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate a dedication to the position and the community
- ✓ demonstrate sound work ethics
- ✓ be consistent and fair

The Pool Supervisor is required to have the following Certifications:

- ✓ Water Safety Instructor Certificate
- ✓ First Aid and CPR Certificate
- ✓ National Lifeguard Standard Instructor/Examiner Certificate
- ✓ Examiner to Bronze Cross Level
- ✓ Fitness Instructor Certificate (Preferred)
- ✓ First Aid Instructor (Preferred)
- ✓ Pool Operators 1 Certificate (Preferred)

WORKING CONDITIONS

(The unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent including the frequency and duration of occurrence of physical demands, environmental conditions, demands on one's senses and mental demands.)

Physical Demands

(The nature of physical effort leading to physical fatigue)

The Pool Supervisor will be expected to lift, carry and manage equipment and supplies and may be required to practice lifesaving techniques. He/she is expected to perform guarding and instructor duties. The Pool Supervisor will be participating in and leading strenuous physical activities. The Pool Supervisor must be able to move and/or lift up to 50 pounds. The Pool Supervisor must be able to work shifts and weekends.

Environmental Conditions

(The nature of adverse environmental conditions affecting the incumbent)

The Pool Supervisor may find the environments to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks. The Pool Supervisor must be prepared to deal with injuries and accidents. He/she must also handle various chemicals including chlorine.

Sensory Demands

(The nature of demands on the incumbent's senses)

Sensory demands can include reading and use of the computer, which may cause eye strain and occasional headaches. He/she must also handle various chemicals such as chlorine, which have powerful odors.

Mental Demands

(Conditions that may lead to mental or emotional fatigue)

The Pool Supervisor may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Senior Administrative Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.