

TOWN OF TRENTON

Job Description Template

Working Title
<i>Pool Supervisor (Seasonal Full Time)</i>
Department
<i>Trenton Parks & Recreation</i>

Overall Purpose

The Pool Supervisor's overall purpose is the supervision and administration of the Trenton Park swimming pool in order to provide quality swimming programs and services.

Key Responsibilities

- Coordinate, supervise and oversee the day-to-day pool operations.
- Supervise, coach and evaluate pool staff (lifeguards and swim instructors).
- Proactively addresses any public/parent concerns or issues related to the pool.
- Ensure proper scheduling of lifeguards and other pool staff as needed.
- Maintain a safe and supervised pool area.
- Be familiar with the facility emergency procedures, and to assist in an emergency.
- Provide support during non-water related emergencies.
- Enforce pool rules and health regulations.
- Administer a swim program in accordance with the Life Saving Society program standards.
- Scheduling swimming lessons.
- Maintain the utmost in professionalism/public relations.
- Cash handling, receipts and deposits.
- Complete daily attendance log sheets.
- Complete required minor maintenance duties, and documentation as required.
- Report any equipment problems or major maintenance issues to the Pool Maintenance Staff in a timely manner.

Reporting Relationships

This Job Reports to:

Director of Parks and Recreation
Trenton Park/Pool Maintenance Staff
Public Works Supervisor

Job Titles and number of incumbents reporting to this job:

Seasonal lifeguards/swim instructors.
Seasonal Day Camp Staff (during daily swim time).

Contacts (Typical)

Contacts internally will be parks and recreation administration, maintenance workers, janitor and other seasonal student staff.

Contacts externally will be all inquiries related to the pool/swim lessons made by general public, participants and their parents/guardians.

Innovation

- To ensure safe work habits and practices
- Excellent leadership skills to provide guidance to lifeguards/swim instructors

Decision Making

- Best practice or procedure when doing tasks.
- Following budgetary guidelines when assessing program supplies and expenses.
- Alerting parents/guardians when issues arise concerning program participants.
- Knowing when to seek help with pool maintenance issues.

Impact of Results

- Fully staffed pool schedule.
- Regular attendance and return registration by swim program participants.
- Satisfied and informed general public.

Dimensions (Approximate)

- Public service from the Town.
- Number of satisfied participants, parents/guardians and program staff.
- Increase participation and registration fees adding to annual operating budget.

Working Conditions

Examples:

A Physical Environment

- Working outdoors in hot temperatures.
- Working in an office setting, computer use.

B Physical Effort

- Long hours of standing, walking, and occasional swimming.
- Dealing with inquiries from general public and parents/guardians by phone, email, and in-person.

C Sensory Attention

- Dealing with general public, program participants, and parents/guardians.
- Dealing with sensitive and confidential information regarding children.

D Mental Pressures

- Priority of tasks.
- Ensuring safety of swimmers and staff.
- Ensuring proper staffing requirements based on staff certifications.

Other

- Must have completed grade 12 level of education plus be enrolled in secondary program.
- Thorough knowledge of enforcing aquatic procedures, pool rules, emergency procedures and basic pool maintenance procedures.
- Current Standard First Aid and CPR-C Certification.
- National Lifeguard Service (NLS) Certification.
- Water Safety Instructor or equivalent.
- Must be available to work evenings/weekends as required.
- Previous lifeguarding experience preferred.
- Experience working with children/youth an asset.
- Must be organized, mature, able to work with minimal supervision, task oriented, polite and able to deal with the public.

Verification:

This job description has been approved by the Director/Manager and Director of Human Resources as an accurate description of the job as of:

Incumbent's Signature and Date:	
Director/Manager's Signature and Date:	
HR Director's Signature and Date:	
CAO's Signature and Date:	

Compensation & Classification USE ONLY			
Salary		Pay Level	
Approved Classification			
Approval Date			