

Position Title: Pool Director
Department: Community Fund
Reports To: High School Principal
Approved By: Board of Education
Date: April 26, 2010

I. Summary: The Pool Director is responsible for supervising and administering activities at the swimming pool in order to provide a quality aquatic program and services.

II. Essential Duties and Responsibilities:

- A. Hire, train and schedule lifeguards and basket attendants.
- B. Supervise the staff to ensure that they are performing duties in a safe and courteous manner.
- C. Monitor and maintain the pool's filtration and chemical systems as needed.
- D. Test pool water and record results.
- E. Collect revenues and fees and submit reports and funds in a timely and accurate manner.
- F. Receive applications and deliver appropriate records to the Human Resource Department for completion of background checks and payroll enrollment.
- G. Monitor the pool budget and expenses.
- H. Ensure that lifeguards meet state requirements.
- I. Schedule work hours to minimize overtime.
- J. Ensure that the changing rooms, restrooms and deck areas are clean.
- K. Ensure that all patrons follow pool guidelines.
- L. Act as a lifeguard when needed.
- M. Work with the Director of Summer School on the scheduling of classes and staff for swimming lessons.
- N. Schedule pool use for organizations and individuals.
- O. Coordinate the pool schedule with the activities of the swim team.
- P. Work with parents of children who are having difficulty following pool rules.
- Q. Be knowledgeable of and follow all district policies.
- R. As a representative of the school district, collaborate with the public and school employees in a courteous and professional manner.
- S. Shall perform all other duties as the High School Principal or Board may determine.

III. Supervisory Responsibilities:

Pool lifeguards, water safety instructors and basket attendants

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

- A. Education and/or Experience
Appropriate management of recreational and pool facilities classes and experiences.
- B. Certificates, Licenses, Registrations:
CPR, AED, First Aid, Water Safety Instructor Certification, and American Red Cross Lifeguarding Certification
- C. Language Skills:
Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- D. Mathematical Skills:
Ability to read charts, graphs and compute sums.
- E. Reasoning Ability:
 - 1. Ability to define problems, collect data, establish facts and draw valid conclusions.
 - 2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
 - 3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public.
- F. Technology Skills:
 - 1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
 - 2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentations, and telecommunications.
- G. Other Skills and Abilities
Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.
- H. Physical Demands:
 - 1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object.
4. Physically able to perform all rescue skills, including backboard rescue and deep water lift.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.