

Position Description – Pool Supervisor

Position Title: Pool Supervisor

Department: Parks and Recreation

Position Summary: Responsible for the implementation of a safe aquatic program to the standards set by the Health Act and our Department. Works closely with the Manager of Operations and other Village of Lumby admin staff in regards to pool administration. Responsible for the opening/shutdown of the facility.

Supervision Received: Manager of Operations

Preamble: Plans and presents a well-organized and safe Aquatic Program. Follows the guidelines set out by Provincial Licensing and White Valley Parks and Recreation Department. Liaise with the Manager of Operations on matters involving the pool. Provides leadership, guidance and perform in a supervisory capacity with the Pool staff.

Hours of Work: Weekday shifts for accountability to office/admin staff.
Available for evening and weekend visits.

Responsibilities and Duties:

1. Ensures the safety at all times for staff and public.
2. Develops schedules of staff and pool activities.
3. Prepares pool paperwork – water tests, cleaning/maintenance schedules, chemical adjustments, attendance sheets etc.
4. Follow-ups with local schools for swim program after initial contact by Program Coordinator.
5. Keeps contact with Red Cross and Lifesaving Society and other applicable groups.
6. Keeps public informed on pool schedules/changes; does public and media relations.
7. Liaisons with local summer swim club.
8. Schedules in-services and other staff training, evaluations, and follow-ups with Program Coordinator.
9. Keeps inventory of pool supplies; orders supplies as needed.
10. Informs Parks Maintenance Staff of pool concerns.
11. Liaisons with local Health Department, ensures weekly water samples are submitted.
12. Keeps updates on current trends and keeps awards updated.
13. Assists other staff in performance of duties.
14. Ensures professionalism with the staff.
15. Organizes opening and shutdown procedures for pool.

Required Qualifications:

1. Current NLS, WSI, and CPR awards.
2. Proven leadership experience.
3. Proven Pool experience (preferred in outdoor or seasonal facility).
4. Knowledge of pool chemistry and filtration systems (Pool Operators level 2 preferred).
5. WHMIS
6. Other qualifications preferred (ie. LSI, NCCP, Aqua Fit)
7. Complete a criminal record check.
8. Participate in in-service training opportunities.
9. Ability to exercise courtesy, tact, and diplomacy ensuring a high level of customer service. Ability to interact in a positive manner with fellow staff and volunteers, parents, and other Village staff to promote excellent public relations.
10. Ability to work as part of a team, assisting other staff in the performance of their duties.
11. Ability to exercise independence of judgment in handling properties relative to assigned work.