

**PROCTOR OLYMPUS POOL**  
**ASSIATANT POOL DIRECTOR JOB DESCRIPTION**

**MANDATORY REQUIREMENT:** Current Water Safety Instructor and Lifeguard Certificates must be filed with the Town Clerk and displayed at the Pool building.

**DUTIES:** The Assistant Pool Director is responsible for assisting the Director in supervising and administering activities at the swimming pool in order to provide quality swimming programs and services. This includes completing administrative responsibilities, supervising pool staff and scheduling activities. Duties shall include at least the following:

Assist the Director with:

- Supervising pool staff to ensure that staff is qualified and performing duties in a safe and courteous manner.
- Maintaining the facility to ensure the swimming pool is safe and clean.
  - \* Preseason cleanup of building and grounds
  - \* Inspect facilities daily to ensure safety standards are maintained
  - \* Clean and secure the building and grounds daily
  - \* Ensure the change rooms area is clean
  - \* Ensure necessary provisions are ordered (toilet paper, cleaning supplies, etc...)
  - \* Ensure proper maintenance of equipment
- Planning and developing pool program to ensure maximum benefit of the facility for residents of the community.
  - \* Plan and develop pool related activities
  - \* Develop a schedule for swim lessons
  - \* Evaluate pool activities

The Pool Director or Assistant Director is **REQUIRED** on the property during operating hours to:

- Maintain order on the water and grounds; including lifeguard duties
- Enforce posted rules

**OPERATING HOURS:** Monday - Sunday 12:00 a.m. - 6:00 p.m.

The pool will open at 1:00 pm on the last day of school at Proctor Elementary.

Notes: The reduction of hours will occur only when the weather conditions are not conducive to swimming. In the event that the pool has to close due to weather conditions, there will be a message on the answering machine to inform the public.

**RULES:** Rules will be posted. The Pool Director or the Assistant Pool Director have the authority to suspend or bar individuals for violation of the posted rules. Appeals may be made to the Parks and Recreation Committee. Appeals must be in writing.