

PROCTOR OLYMPUS POOL 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 Pool Director is responsible for supervising and administering activities at the swimming pool in order to provide quality swimming programs and services. This includes completing administrative responsibilities, hiring and supervising pool staff and scheduling activities. Duties shall include at least the following:

Hire and supervise pool staff to ensure that staff is qualified and performing duties in a safe and courteous manner.

- * Hire and supervise lifeguards and swimming instructors
- * Ensure lifeguards and swim instructors meet requirements
- * Schedule hours of work
- * Provide lifeguards with pool attire - 1 set per guard (sweatshirt and T-shirt)

Maintain 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

Plan and develop pool program to ensure maximum benefit of the facility for residents of the community.

- * Plan and develop pool related activities; specifically the implementation of water safety lessons and supervision of lessons
- * Liaison to the Parks and Recreation Committee; to arrange for the recruitment of pool staff.
- * Develop a schedule for swim lessons
- * Evaluate pool activities

Administer pool programs to ensure budgets and records are maintained in an accurate and timely manner.

- * Recommendations to the Parks & Recreation Committee in preparation of the pool budget
- * Monitor budget and spending
- * Maintain office files (i.e. lifeguard certifications)
- * Collect and verify timecards bi-weekly

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

- * 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 has 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.