

# **Town of Olive Recreation**

## **Pool Director**

### **Job Description**

#### **Minimum Qualifications**

- Minimum of two (3) years professional experience in overseeing a large pool and supervising lifeguard staff.
- Must be on site or have a Head Life Guard in place during Day Camp hours {July & August 10am-3pm Mon. -Thurs}
- Current Red Cross certifications: WSI, lifeguard, AED/ CPR/ First Aid and Lifeguard Management.

#### **Responsible To**

Recreation Director, Town Supervisor and Olive Town Board

#### **General Responsibility**

To plan, direct, and supervise pool staff for swimming season. Oversee and manage camp aquatic activities and swim lessons.

#### **Specific Responsibilities/Requirements'**

- Adhere to regulations and mandates provided by the U.C. Health Department and N.Y. State for operating a municipal pool.
- Follow and enforce establish procedures and policies {i.e. Safety Plan}
- Monitor and record pool chemistry. Supervise the operation of pool pump room equipment, recording and reporting any issues to the certified pool operator.
- Plan, direct and participate in training activities for pool staff.
- Pool Director will hire, supervise and offer refresher training for pool staff.
- Oversee the day to day operations of the pool.
- Monitor safety and all procedures as they pertain to the complete supervision of the pool.
- Order supplies, equipment, and arrange for proper distribution.
- Supervise office procedures, such as injury logs and water quality reporting.
- Develop work schedules for pool staff.

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- Assign staff to daily responsibilities.
- Prepare and approve payroll on an established schedule.
- Prepare an evaluation and summary of current season staff evaluations and recommendations for the following season.
- Help provide an atmosphere for developing good morale, discipline and well-being.
- The duties noted above are what are required for the position but, there may be a need to perform other duties as situations require.