

Southern End Community Association (SECA)

Pool Supervisor Job Description

A Pool Supervisor employed with Southern End Community Association (SECA) is responsible for the efficient and effective management of the SECA Pool facility. This includes the health, safety and well being of patrons while visiting the pool and supervision of all employees of the pool. The position requires an energetic, people-facing, self-starting conscientious professional. Ideal candidates will be people-oriented and possess excellent communication and organizational skills. This position is required to work outside a minimum of 40 hours per week and our facility is open seven days a week. The Pool Supervisor reports directly to the SECA Director.

ESSENTIAL JOB FUNCTIONS

- Supervise all activities of pool staff and patrons
- Interview, hire, train and schedule all pool staff
- Plan, organize, and promote aquatic programs/activities, parties and special events
- Enforce all aquatics facility rules, policies, and procedures
- Rescue persons in distress or in danger of drowning and provide rescue breathing, CPR, and first aid
- Perform duties of swim instructor and lifeguard
- Maintain and complete accurate records of pool operations, including time sheets, daily reports, accidents, incidents, attendance, finances, and required records for Health Department
- Inventory and recommend purchases of forms, supplies, equipment, and concession items
- Oversee the general custodial cleaning of pool facility, including vacuuming, hosing of decks, cleaning filters, restrooms, and other areas as needed
- Conduct pH and chlorine tests and record in log book
- Plan and schedule in/out service training for lifeguards including first aid skills, facility maintenance, emergency procedures, and other applicable information
- Assist members and public in a professional and courteous manner
- Makes all deposits, verifies sales accuracy and investigates documents with any discrepancies
- Interprets all laws, ordinance, rules and regulations regarding the health and safety of all persons using the facility and any other additional duty required by the Director
- Notifies SECA Board of Directors of any accidents, rescues, or problems that arise
- Conducts weekly team meetings
- Maintain communication with Swim Team Coaches concerning scheduling, equipment storage, and pool use
- Exercises mature judgement at all times
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age
- PA Driver's License
- High School Diploma
- Pass Sexual Offender/Criminal Background Check
- Previous Managerial Experience Preferred

KNOWLEDGE, SKILLS AND ABILITIES

- Currently Certified with Red Cross Lifeguard Training Preferred
- Current Red Cross or First Aid and CPR/FRP Cards Preferred
- Current PA Pesticide Certification Preferred
- Recognize hazardous situations and remedy them
- Excellent administrative and organizational skills
- Effective written and verbal communication
- Ability to supervise staff of various ages
- Accurate record-keeping

SIGNATURES:

Director's signature below confirms requirements, essential functions, and duties were explained to employee.

Director: _____ Date: _____

Employee signature below constitutes employees understanding of the requirements, essential functions, and duties of the position.

Employee: _____ Date: _____