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Pool Supervisor

JOB: Full-Time, Seasonal (Non-Exempt)

DEPARTMENT: Operations, Recreation

REPORTS TO: Recreation & Wellness Manager

SUMMARY: The Pool Supervisor is responsible for overseeing and coordinating all seasonal activities and operations at the Grindley Aquatic & Wellness Campus pool. Activities include, but are not limited to, swimming lessons, staff scheduling and other special events. The supervisor is responsible for the cleanliness and maintenance of the pool facilities and grounds. This position is the primary liaison between seasonal Lifeguards, Pool Support & Wellness Center Staff, Recreation & Wellness Manager and COO/CFO.

Staff must be available to work from Memorial Day weekend to Labor Day, including days, evenings, weekends and all summer holidays (Memorial Day weekend, Fourth of July and Labor Day weekend). Lakeside provides affordable dorm housing in a camp environment.

ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Pool & Wellness Center Check-In:

- Supervise all activities at the Grindley Aquatic & Wellness Campus pool
- Schedule employees for pre- and post-season work hours
- Organize all water-related activities and events at the pool
- File accurate financial records of all fees collected for classes and special events
- Coordinate periodic lifesaving drills with Sailing Coordinator and Recreation & Wellness Manager)
- Demonstrate knowledge of Emergency Action Plan
- Assist with maintaining and tracking lifeguard completion hours (minimum 4 hours) of monthly training
- Conduct and review facility safety checklist regularly
- Serve as the Safety Area Coordinator at the pool
- Work with Aquatics Supervisor to oversee Pool Support Staff
- Ensure that all certifications for employees are on file
- Immediately report any needs regarding rescue/dock equipment
- Coordinate Swim Lessons with Swim Instructors, Recreation & Wellness Manager and Aquatics Supervisor
- Determine with Lakeside Safety Services when the pool area is deemed closed and unsafe for patrons due to inclement weather
- Assist in maintaining all safety and swimming equipment
- Maintain required signage for safety rules, swimming hours and regulations
- Organize daily/regular cleaning and maintenance of all pool areas

- Supervise cleaning of the pool and pool deck (furniture, cleaning inside, etc.)
- Conduct mid-season and end of season employee evaluations with Recreation & Wellness Manager
- Attend regularly scheduled supervisor meetings with Recreation & Wellness Manager
- Provide a safe atmosphere for all guests and employees at the pool
- Ensure customer relations and satisfaction are of the highest priority

QUALIFICATIONS: To perform this job successfully, you must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be certified in Basic Life Saving (CPR/First Aid/AED).

EDUCATION AND/OR EXPERIENCE: High school graduate or its equivalent with five years related experience or training.

LANGUAGE SKILLS: The ability to read and interpret documents, such as safety rules, operating/maintenance instructions and procedure manuals. The ability to write routine reports and correspondence. The ability to speak effectively with guests, co-workers and groups.

MATHEMATICAL SKILLS: The ability to calculate figures and amounts such as discounts, interest, commissions, portions, percentages and to apply the basic math concepts.

REASONING ABILITY: The ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. The ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS & WORK ENVIRONMENT: While performing the duties of this job, the employee is regularly required to sit, stand, walk, reach with hands and arms, climb or balance, stoop or kneel, talk or hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee must regularly lift and/or move more than 20+ pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee is regularly exposed to wet, cold, humid, hot, very hot conditions and is required to work outdoors. There is occasionally the requirement to move mechanical parts, handle properly toxic or caustic chemicals; there can be a risk of electrical hazards and the employee must use extreme caution and use appropriate safety procedures when necessary. The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FOR MORE INFORMATION, PLEASE CONTACT:
employment@lakesideohio.com

Please note: this job description is a work in progress. It may change with experience and input from key staff members. Other duties may be assigned to or deleted from this position as needed.

Applicant/Employee Signature

Date

Supervisor Signature

Date