

## **Job Profile**

**Title:** Pool Manager

**Reports to:** Aquatic Facilities Operator

**Status:** Full to Part-time, Nonexempt

### **General Summary:**

This is a temporary employee position reporting to the Pool Facilities Operator. Pool Managers are responsible for the supervision and safety of the public at the Vashon Pool. They plan and implement pool programs, supervise and train a staff of temporary employees. Primary duties include educating the staff and public to promote safe recreation and responding to all emergency situations in an appropriate manner.

Pool Managers must be able to develop a staff team and work independently of direct supervision. These employees need to be responsible, trustworthy, and able to deal appropriately with staff, the public and difficult situations.

Pool Managers may be required to work special events, evenings, weekends and split shifts.

### **Essential Duties and Responsibilities:**

- Ensure that the public and staff are educated in the rules and policies of the Vashon Park District and that staff enforces these rules and policies
- Plan and implement pool programs
- Prevent accidents and injuries
- Respond appropriately to all emergency situations
- Report any damage, incidents or injuries in a timely manner using appropriate forms
- Work with other District employees to provide safe conditions for the public
- Correct or report any unsafe situations or conditions
- Supervise a staff of temporary employees
- Conduct appropriate in-service training and daily training for staff. Keep accurate records of all in-service training
- Authorize the time sheets of temporary staff. Evaluate the job performance of each staff person on an ongoing basis and keep the AFO informed of performance issues when they occur.
- Complete written work performance evaluations of each staff person and review these evaluations with the staff member. Submit signed evaluations to AFO when required
- Complete reports, records and other written assignments in an accurate and timely manner
- Adhere to bloodborne pathogen training and safety standards

- Make recommendations for program and facility improvements
- Turn in all equipment at the end of the season
- Wear the designated uniform
- Provide a high level of customer service for patrons and staff
- Perform the duties of Lifeguard, Water Safety Instructor and Cashier as required.
- Other Duties as assigned

**Qualifications:**

- American Red Cross certification for Water Safety Instructor, Lifeguard Training, Community First Aid and CPR for the Professional Rescuer and Lifeguard Training Instructor certification is desirable.
- Possess and maintain Northwest Lifeguard Preparation Course certification
- Previous experience as Lifeguard, Swimming Instructor and Cashier
- Previous experience at the Vashon Pool is highly desirable
- Ability to work effectively in a supervisory role as a member of a team
- Ability to follow written and oral instructions.
- Ability to effectively communicate knowledge of aquatic programs and safety procedures

**Physical Requirements:**

- Ability to respond to emergency situations
- Maintain a minimum of 20/20 vision. Use of corrective lenses is acceptable
- Able to perform duties involving physical labor; such as bending, kneeling, standing, reaching, climbing, stooping, squatting, pushing and twisting
- Ability to perform strenuous activity
- Able to lift 50 pounds

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**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by individuals **assigned to** this position. They are not intended to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified.

**Vashon Park District  
Job Profile**

**Title:** Aquatics Director  
**Reports to:** Executive Director  
**Status:** Part to Full-time, Regular, Exempt  
**Salary Range:** \$21,000 - \$36,000

**Overview**

Plan and implement recreational and instructional programming for the VPD public pool. Provide for all elements of program support and operations to include staffing, maintenance, safety and risk management, cashiering, cleaning, marketing, and data/report management. Supervise administrative functions for Sailing Camp to include registrations; payment collections; marketing; and staffing selection, supervision, and training.

**Responsibilities - Pool**

1. Support pool master plan implementation by performing work that aligns with the plan and support others in the same.
2. Design and plan recreational and instructional programs for the pool's operational season.
3. Recommend pool operation strategy and fee structures.
4. Manage all relevant maintenance and operational aspects of the pool, including all pool systems, facilities, and grounds.
5. Prepare and manage the pool budget in accordance with amounts adopted by the Board in approved budget for the fiscal year. Set benchmarks for pool income that will guide VPD decision-making on whether and how to operate the pool. Prepare mid-season and end-of-season reports that show participation and actual income/expenses compared to budget.
6. Recruit, organize and supervise volunteers to support pool operations.
7. Work with VPD Executive Director to develop and implement marketing strategies.
8. Recruit, hire, train and supervise staff for all areas of operation. Provide lifeguard training, CPR, water safety, and first aid training. Coordinate cashier training with VPD Administrative Specialist. Arrange a staff structure to provide for reasonable span of control and responsibilities appropriate to each position.
9. Work with VPD maintenance staff to support maintenance and operations.
10. Provide for a safe and healthy environment for staff and the public with procedures for locker room, pool and general facility cleaning and maintenance, plus rules for behavior and equipment usage that are enforced. Address and manage swimmer safety on all levels including the pool itself, sun exposure, tiredness, heat/cold, interaction with other swimmers, parent supervision of children, etc.
11. Facilitate pool usage for special events and private rental groups. Reconcile actual participation with VPD facilities scheduler for invoicing.
12. Manage and turn in cash receipts from pool store and sales of pool passes. Other fiscal and inventory management functions as arranged with VPD Administrative Specialist.
13. Report incidents, accidents and near-misses to VPD Executive Director. Arrange for in-service staff training as appropriate to address accident issues.
14. Report lesson sign-ups and participation data to VPD Executive Director.
15. Purchase and procure supplies needed for staff and general pool operations.
16. Assure that pre-season set-up and tear-down of facilities, equipment and supplies is accomplished in a timely manner.

17. Assure that all applicable state and county rules for pool operations and maintenance are met or exceeded.
18. Filing required reports to Department of Ecology.
19. Off-Season maintenance to include maintaining the pool water in a clean state to minimize backwashing needs; repair and replace supplies, equipment, and facilities; manage the operations and engineering site review and report.

#### **Responsibilities – Sailing Camp**

1. Oversee student registrations both in person and online.
2. Oversee collection of student payments to include cashier training and report procedures in coordination with the VPD Administrative Specialist.
3. Participate in the interview process of apprentice candidates.
4. Provide parent/guardian communications to include when to arrive, pick-up, what to bring and liability release forms (all part of the registration packet).
5. At the request of the QYC Program Director, handle parent communications regarding student behavioral concerns to include expulsion.
6. Provide lifeguard training, CPR, water safety, and first aid training for Sailing Camp staff.
7. In conjunction with QYC Program leadership, plan community outreach and marketing strategies.
8. Meet with QYC Program leadership as requested for planning, operational and reporting issues.

#### **Responsibilities – Other**

1. Provide support to rowing and kayak centers at Jensen Point.
2. Provide support for use of fishing pier and boat launch facilities.
3. Expand community awareness and use of VPD aquatic facilities.

#### **Essential Functions & Qualifications**

1. Minimum 5 years experience in an aquatics facility supervisory role.
2. Ability to communicate effectively (orally and in writing) in English.
3. Ability to work cooperatively with and lead, guide and teach staff and volunteers.
4. Courteous, tactful and professional with the public, staff and volunteers.
5. Self-starter; able to use time efficiently
6. In-depth knowledge of aquatics facilities to include programming, risk management and pool operations.
7. Ability to lift and carry 40 pounds.
8. Stand, walk, sit and do physical work for extended periods of time.
9. Ability to recognize and assess pool-related hazards and respond appropriately.
10. Aquatic Facilities Operator Certification, Basic Lifeguard Certification, First Aid, and CPR.

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