

HARTFORD PARKS & RECREATION DEPARTMENT
ASSISTANT POOL SUPERVISOR
Job Description

FLSA Designation: Non-exempt seasonal
Department: Hartford Parks and Recreation

Pay Classification: \$16.50-\$20.00hr.

GENERAL DESCRIPTION

Under supervision, supervise, organize, and motivate the lifeguarding staff. Perform lifeguarding and related duties; provide swimming instruction; manage the operation of the pool facilities; and perform other duties as required.

ESSENTIAL RESPONSIBILITIES:

- Supervise Aquatic lifeguarding staff
- Assist in conducting pre-season staff training and orientation
- Participate in conducting weekly staff meetings and conduct mid & end year staff evaluations of Aquatic staff.
- Direct all aspects of the Aquatic operations in the absence of the Pool Supervisor.
- Assist in the development of staff schedules, to include validating & submitting pay-roll sheets.
- Work during pre-season to prepare for the summer pool season.
- Maintain equipment inventory and facilities. Oversee staff to maintain equipment and facilities. This includes any and all necessary custodial requirements of the pool facilities
- Works and communicates directly with parents, participants and staff
- Lifeguard duties as assigned

SUPERVISION RECEIVED:

Reports directly to the Pool Supervisor. General supervision received from the Superintendent of .

QUALIFICATIONS - Required:

- Ability to work with the general public and the ability to work with participants, staff and patrons.
- Knowledge of life
- Current Lifeguarding, W.S.I. and First Aid certification.
- Preferable individual with WSI training and/or Lifeguard Instructor Training certification
- Have a thorough knowledge of the philosophy and objectives of the Hartford Parks and Recreation Department.
- Must also possess thorough knowledge and understanding of a comprehensive swimming program.

Education & Experience: Prefer candidates with knowledge and experience in pool management operations. Must have Lifeguard Training Certification, CPR & First Aid Certification.

Age: Must be eighteen years of age or older.

Skills: The ability to follow department policies and procedures and to concentrate on tasks in the presence of distractions. Be able to understand and follow instructions. This employee should have the ability to provide instructions to employees under his/her supervision and have excellent organizational, public relation, oral and written communication skills. This employee must be able to count money and change correctly. Worker will be trained to operate equipment properly.

Problem Solving: Problem solving is a factor in this position. The employee encounters problems answering questions and concerns of the general public and customers who may be dissatisfied with policies and procedures.

Decision-Making: Decision-making is a factor in this position. This employee makes decisions concerning employee scheduling, supplies needed, discipline of customers and employees, prioritizing daily work assignments, and performing daily duties in the most efficient manner.

Accountability: Employee must receive authorization and has limited budgetary control of the department. The employee does not participate in the annual department budget process.

Supervision: The HPRD Staff (Pool Supervisor) provides supervision and job-related decisions are reviewed.

Personal Relations: Daily contact with the general public, co-workers, supervisory personnel, and other departments are expected as well as occasional contact with members of the city council.

Working Conditions: Manual labor is required. Extreme weather conditions and working with chemicals are factors in this position.

Physical Requirements: Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

I have received, reviewed and fully understand the job description for Assistant Pool Supervisor/Head Lifeguard. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee's Name: _____ Date: _____

Employee's Signature: _____