

# TERRACE BAY RECREATION DEPARTMENT

## SWIM POOL – ASSISTANT POOL MANAGER

### JOB DESCRIPTION

#### QUALIFICATIONS

- Current Lifesaving Society Instructor qualifications
- Current National Lifeguard Certification
- Should be 17 years of age
- Should have experience as a lifeguard or instructor

#### DUTIES

- This position is an assistant to the manager
- Required to work closely with the manager in the day to day operation of facility.
- Will be required to work specified hours as the person in authority at the pool.
- Other duties as assigned by the pool manager.
- Is responsible to see that the highest standards of health and safety are observed according to Ontario Ministry of Health/Thunder Bay District.
- Is responsible for *assisting the manager* in the entire daily operation of the pool including:
  - a) The supervision, training, scheduling, disciplining and evaluation of the staff
  - b) The operation, supervision and scheduling of maintenance tasks
  - c) The planning, implementation, advertising and evaluation of instructional and recreational swimming programs and special events which are submitted to the Community Development Supervisor
  - d) Office administration (records, registrations, daily reports, ordering supplies)
  - e) Preparation of a thorough pool report following a given format which will include some budget items for the coming year
  - f) Establish thorough emergency and search procedures
  - g) Work with community associations in the development of special aquatic programs
- Is responsible for maintaining a good image for the facility, for maintaining good public relations and to promote aquatics in Terrace Bay.
- Required to assist in the planning of “Special Events” such as pre-service and in-service training sessions, swim meets, aquabics, etc.
- Required to assist in any maintenance or other such tasks as assigned by the manager to maintain cleanliness of the pool.
- Required to keep in good physical condition through practice and participation in in-service training sessions.
- Required to wear proper aquatic uniform while on duty.
- Required to instruct and guard.