

TERRACE BAY RECREATION DEPARTMENT

SWIM POOL MANAGER

JOB DESCRIPTION

QUALIFICATIONS

- Current Red Cross and R.L.S.S. Examiner Status
- Current Lifesaving Society Instructor qualifications
- Current National Lifeguard Certification
- Should be 20 years of age
- Should have 2 years experience supervisory aquatic experience
- Should be familiar with pool maintenance

DUTIES

- 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 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.
- News release for local paper on weekly basis
- Required to plan "Special Events" such as pre-service and in-service training sessions, swim meets, aquabics, etc.
- Inspect and assign to staff duties required to maintain cleanliness of 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.
- Other duties as assigned by Community Development Supervisor
- Required to instruct and guard.