

## **Chequamegon School District August 2010**

### **Job Description – Pool Supervisor**

**Job Title:** Pool Supervisor  
**Department:** Chequamegon School District  
**Reports to:** High School Principal  
**Workers Supervised:** Lifeguards

**Position Summary:** The Pool Supervisor is responsible for supervising and administering activities at the swimming pool in order to provide quality swimming programs and services.

#### **Qualifications**

**License/Certification:** Water Safety Instructor Certificate, Pool Operators 1 Certificate, First Aid and CPR Certificate, National Lifeguard Standard Instructor/Examiner Certificate.

**Experience:** Extensive skill, knowledge, and experience are needed relative to emergency procedures, First Aid and CPR.

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#### **Essential Job Functions/Tasks**

1. Plan and develop pool programs and use to ensure maximum benefit of the facility for residents of the community.
  - Plan and develop pool related activities.
  - Develop a schedule for pool use including public swims and other activities.
  - Evaluate pool activities.
2. Administer pool programs to ensure budgets and records are maintained in an accurate and timely manner.
  - Assist in preparation of the pool budget.
  - Monitor the budget and spending.
  - Prepare monthly usage reports.
3. Hire and supervise pool staff to ensure that staff are qualified and performing duties in a safe and courteous manner.
  - Hire and supervise lifeguards.
  - Ensure lifeguards meet requirements.
  - Schedule hours of work.
  - Act as lifeguard as needed.
4. Perform related other duties.

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#### **Essential Requirements**

**Public Safety and Security** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Customer and Personal Service** – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Psychology** – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

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#### **Competencies**

**Active Listening** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Monitoring** – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Instructing** – Teaching others how to do something.

**Social Perceptiveness** – Being aware of others' reactions and understanding why they react as they do.

**Service Orientation** – Actively looking for ways to help people.

**Speaking** – Talking to others to convey information effectively.

**Critical Thinking** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Learning Strategies** – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.

**Time Management** – Managing one's own time and the time of others.

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The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Approval:**

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Employee

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Date

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Principal

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Date