

## **Montague Pool Coordinator Job Description**

A pool coordinator will oversee the city pool. Specific responsibilities include managing budgets and employee schedules, delegating tasks to staff, developing and implementing marketing strategies and training new workforce members.

The work of the manager:

- Hiring of pool staff
- Setting schedule for pool staff
- Training new pool staff
- Coaching and developing pool employees
- Dealing with performance problems within pool staff
- Supporting problem resolution and decision-making
- Creating shopping lists
- Handling money
- Taking daily inventory of snacks for the pool
- Must have a positive work ethic
- Open communication with pool staff as well as city employees is a must

Pool coordinators have three main responsibilities: Safety, management and planning.

Skills needed for this job: Good communication and interpersonal skills to manage swimming pool employees. This person must be familiar with lifeguard and coaching standards so they can develop the skills of their team. Coordinators must be good organizers with the ability to prepare timetables that make the best use of the facilities and meet demand from different types of users.

Safety knowledge needed: Safety is critical in a swimming pool. Coordinators recruit qualified lifeguards and plan work schedules so the pool has adequate coverage at all times. They organize training to ensure all employees are aware of safety issues and issue rules to encourage safe swimming. Pool coordinator will ensure staff checks chlorine and ph balance in the pool each day and maintains accurate records.

Instruction Qualification Requirements:

The pool coordinator recruits staff to meet the needs of their customers. They may offer basic instruction for non-swimmers, coaching for competitive swimmers and classes for different age groups, such as school age children and seniors. It is an advantage for the pool coordinator to be certified in Red Cross Lifesaving and Water Safety Instructor Courses.

#### **Additional Pool Management Duties**

Coordinators may organize swimming competitions and arrange private swim parties after hours. Pool coordinators will work with city staff and council for the annual pool fundraising dinner.

#### **Maintaining Pool Facilities**

Coordinators are responsible for maintaining the pool and keeping its equipment clean and in good working order. They will arrange the cleaning of pool decks, changing rooms and public areas. The inside of the snack shack must be cleaned throughout the day as well as the area outside of the snack shack building.

#### **Basic administration skills:**

Coordinators have many administrative duties. They maintain records of pool usage and maintenance and ensure that all income and expenditures are accurately recorded. Coordinators are responsible for all human resource duties, including turning in time sheets, payment of expenses and employee training records. They also ensure that employees comply with health and safety requirements. The coordinator must report to the City Manager with a ledger that includes all activities completed during the month.

#### **Calendared events:**

Pool Dinner (May), Pool (June, July, August)

#### **Wage//Benefits/Requirements**

This is a paid position. The pool coordinator will receive \$20.90-\$22.62 per hour during the pool season, with hours prior to the pool opening for a total of 130 hours. Amount depends on becoming certified in Red Cross Lifesaving and Water Safety Instructor Courses. Pool coordinator will be eligible for 3 days of sick leave during the pool season (June-August). Pool coordinator will be required to be at the pool for at least 4 hours per day on operating days.

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