

POOL SUPERVISOR	5331
SENIOR POOL SUPERVISOR	5330

DEFINITION

Organizes, supervises, and participates in the instructional and recreational swimming program and operation of a District pool. Pool Supervisors are assigned either to portable pools or to permanent pools with an attendance of up to 5,000 participants in the summer program. Senior Pool Supervisors are assigned to pools with more than 5,000 participants or to a permanent pool where special community and disciplinary problems exist.

TYPICAL DUTIES

Develops and directs the instructional recreational swimming program at a District pool.
Supervises and schedules recreation personnel assigned to the pool.
Recruits and selects Beyond the Bell Branch swimming personnel.
Schedules swimming classes for efficient use of personnel and facilities.
Evaluates the swimming ability of participants and assigns participants an appropriate training class.
Completes progress reports on program participants and issues appropriate Red Cross certificates.
Develops and disseminates publicity on recreational swimming programs to the local community by utilizing various media.
Maintains records and prepares attendance reports, payroll time sheets, and financial reports.
Establishes procedures within guidelines to assure safe and sanitary operating conditions including scheduling lifeguard coverage, maintaining pool chemical balance, and assuring the security of pools and pool equipment during nonoperational hours.
Develops procedures for the sale of tickets, handling of cash, and cash receipts reports at a permanent pool site.
Establishes procedures for handling emergencies and supervises the maintenance of rescue and safety equipment.
Conducts in-service training that includes explaining instructional techniques and emergency procedures.
Speaks to parents and other community members, individually and in groups, regarding the pool program and student progress.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Pool Supervisor is responsible for the recreational swimming activities and operation of a District pool with a summer program attendance of up to 5,000 participants.

A Senior Pool Supervisor is responsible for the swimming program and operation of a District pool with summer program participation of more than 5,000 or of a permanent pool where special problems exist.

A Senior Swimming Instructor (Recreation) trains new pool personnel, acts as a supervisor in the absence of the Pool Supervisor or Senior Pool Supervisor, and may be responsible for a therapy pool.

A Pool Supervisor is responsible for the recreational swimming activities and operation of a District pool with a summer program attendance of up to 5,000 participants.

A Lifeguard protects persons who use a school swimming pool by guarding against hazards and accidents and provides rescue and first-aid services as necessary.

SUPERVISION

General supervision is received from a certificated specialist. Supervision is exercised over Senior Swimming Instructors (Recreation) and Student Aides.

CLASS QUALIFICATIONS

Knowledge of:

Policies, procedures, and techniques involved in managing a swimming pool program
Lifesaving methods, including techniques of resuscitation and first aid
Maintenance of equipment used to sanitize a swimming pool

Ability to:

Teach swimming, diving, and lifesaving techniques
Demonstrate and teach first-aid methods
Administer a swimming pool recreation program for children and adults
Speak clearly and loudly enough to be heard in a noisy facility

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Experience:

One year of experience in teaching swimming.

Special:

Possession of valid certificates in the following areas:

1. American Red Cross - Lifeguard Training
2. American Red Cross - Water Safety Instructor
3. American Red Cross - First-Aid Basics or Community First Aid and Safety
4. An American Heart Association, American Red Cross, or recognized Emergency Medical Technician (EMT) certificate in Cardio-Pulmonary Resuscitation.
A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.

Revised
07-30-03
MA

Reviewed
04-02-08
PH