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<b>Job Title:</b>	<b>Pool Supervisor</b>
<b>Number of Positions:</b>	<b>1</b>
<b>Posted Date:</b>	<b>Tuesday December 3<sup>rd</sup>, 2024</b>
<b>Start Date:</b>	<b>March 2025</b>
<b>Salary:</b>	<b>\$ 23.96/hr (based on years of service)</b>
<b>Hours per Week:</b>	<b>35-44</b>
<b>Closing Date:</b>	<b>Friday January 17<sup>th</sup>, 2025</b>

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### **Position Summary**

Under the direction of and guidance of the Director of Community Services and Recreation Coordinator, and consistent with the mission and policies of the Municipality of West Perth, the Pool Supervisor will oversee the Head Guards, Lifeguards, Guard Room Assistants, Aquatic Facility and Aquatic activities to ensure the safety of all program participants. Lifeguards will be responsible for monitoring activities and maintaining order in the swimming areas, teaching swimming lessons, preventing accidents and performing first aid when required. Head Guards and Lifeguards will also be involved in the upkeep and maintenance of the Aquatics area. Applicants must have a current Lifesaving Society Swim Instructor Certification.

### **Duties and Responsibilities**

- Responsible for supervision of aquatic staff during designated shifts.
- Coordinates and implements special events.
- Prepares weekly meeting and training of aquatic staff.
- Responsible for ongoing inventory of aquatic equipment, lesson supplies and general supplies.
- Responsible for cash floats and extra monies for admissions taken and completes admissions summary documents.
- Responds to public inquiries by listening and giving out information, with the aim of resolving issues and turning negative situations into positive ones. Maintains a high standard of customer service.
- Prepares and supervises staff deck rotation schedule, communicates with staff to ensure all guarding requirements and that correct patron-to-lifeguard ratios are met.
- Observes swimmers to monitor safety and enforce rules and standards. Educates public concerning pool/equipment rules, regulations, policies and procedures and taking corrective action when necessary.
- Provides swimming lessons in water and educates all facility users on safe and enjoyable swimming practices.

- Assesses skill levels of individuals and prepares progress midsession reports and final report cards.
- Develops lesson plans and activities to instruct individuals and groups of all ages. Leads other programs including Aqua fit, Aqua Lane, Swim Team, etc.
- Assists with pool openings, closings, equipment moving into place and scheduled maintenance tasks.
- Completes all tasks from daily and monthly maintenance logs, records pool chemistry readings every two (2) hours and program statistics including bather load numbers.
- Ensure all Health and Safety measures are known, understood and executed.
- Ensure safe & efficient operation of the aquatic facility and aquatic activities.
- Demonstrates knowledge of and complies with pool health regulations.
- Provides input and recommendations into aquatic policies and procedures.
- Reports damage to pool area/equipment.
- Other duties as assigned by the Director of Community Services and Recreation Coordinator.

### **Qualifications & Experience**

- Current Lifesaving Society Swim Instructor Certification required.
- Current Standard First Aid, CPR C and AED training is an asset.
- Certification in High Five Principles of Healthy Child Development is an asset.
- Current Criminal Record check will be required as a condition of employment.
- Minimum two (2) years' experience working with children and within a pool or aquatic environment

Interested qualified Applicants are invited to forward their cover letter and resume quoting **Job #2025-1** no later than **Friday January 17, 2025** to:

Human Resources  
Municipality West Perth  
hrresults@w-u.on.ca