

## MUNICIPALITY OF CENTRE HASTINGS

### Job Description

**Job Title:** Pool Supervisor

**Purpose:** To supervise activities at the Madoc Pool and provide swimming lessons and lifeguarding for the public.

**Reports to:** Community Development Officer  
Community & Development Services Manager/ Deputy Clerk

#### **Duties and Responsibilities:**

- Conducting/ supervising all summer activities at the Madoc outdoor pool
- Ensuring all programs are following Life Saving Society outlines and requirements.
- Provide swimming instruction, as well as lifeguarding during public use.
- Conduct registrations, staff orientation, scheduling, and supervision of Aquatics Instructors/Lifeguards.
- Provide administrative support including bank deposits, timesheets, supply ordering, program materials.
- Provide support to Public Works for pool maintenance/ operations, such as water testing.
- Ensure general pool/ pool deck/ change rooms and public areas are maintained and cleaning is completed as required.
- Ensure all Health and Safety standards are strictly adhered to.
- Attend any staff/ committee meetings and prepare reports as required.
- All other duties as assigned.

#### **Qualifications:**

- Strong communication and customer service skills
- Current First Aid/ CPR, Instructors, NLG, WSI
- Supervisory / pool experience an asset.
- Satisfactory police check

#### **Days/ Hours of Operation:**

- Approximately 30 to 35 hours a week, hours can vary due to registrations, weather etc.
- Late June to late August.
- Typical work week is Tuesday-Saturday, flexibility for additional days required.

#### **Requirements:**

- Ability to stand for long periods of time.
- Flexibility of hours, working conditions, climate.
- NLG, Instructors, First Aid /CPR, WSI