

Pool Supervisor Position Description

Position Information		
Min/Max Hours per week: 30-40	Conditions for Overtime: Only in emergencies	Seasonal/Cyclic: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Work Schedule: Full Time <input checked="" type="checkbox"/> Part Time <input type="checkbox"/>		Pay Range:
Incumbent's Name (If filled position):	Address Where Position Is Located: Birch Bay Village Pool	
Department: Pool	Supervisor's Name and Title: Krista Templeton, Recreation Supervisor	
Position Objective		
Purpose of the position and how it supports the BBVCCs mission		
<p>The Birch Bay Village goal is to have a dynamic, fun, laid back recreational community in which all members of the community feel welcome and enjoy the quality of life offered here. One of the ways in which we accomplish this is through managing a variety of amenities. The goal of the pool supervisor is to ensure a clean, fun, engaging atmosphere for community members and their guests. In order to accomplish this, this position actively leads the team of pool attendants in a way in which they are active participants in problem solving, idea generation, maintenance, and accountability. The pool supervisor is also essential in generating ideas/planning activities that will enhance the community experience (pool parties, lessons, aerobics, etc).</p>		
Assigned Work Activities (Duties and Tasks)		
Describe the duties and tasks, and underline the essential functions.		
% of time (Must total 100%)	List the assigned work in order of importance, with essential functions underlined.	
50%	<p>Duty: Supervision of Pool Staff.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> Host initial & ongoing training of all pool staff Scheduling pool staff (budget allows for 12 hrs/day plus mid-day cover shift with pool supervisor working 5 of these shifts per week) Hosting ongoing feedback sessions with staff (engagement) Ensure compliance with employee policies Serve as contact person for issues of staff Identify opportunities to fill down time Coordinate backup coverage in the event of no-show Close pool in case of inclement weather and/or health hazard Serve as cover shift attendant 	
25%	<p>Duty: Facilitate the maintenance of the pool</p> <p>Tasks include:</p> <ul style="list-style-type: none"> Ensure proper pool testing twice daily (can be done with properly trusted pool staff) Follow processes and procedures for treating the pool Report any major maintenance issues to maintenance supervisor Lead the setup of the pool season 	

25%	<p>Duty: Facilitate fun at the pool</p> <p>Tasks include:</p> <ul style="list-style-type: none"> • Planning with staff at least 2 family pool parties • Work with water aerobics attendees to enhance their experience • Consider, if enough staff is interested & capable, organizing swim lessons
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Lead Work/Supervisory Responsibilities

Lead Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/> Assigns Work	<input checked="" type="checkbox"/> Instructs Work	<input checked="" type="checkbox"/> Checks Others' Work
Supervisory Position: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<input checked="" type="checkbox"/> Plans work	<input type="checkbox"/> Evaluates Performance	<input type="checkbox"/> *Takes Corrective Action
	<input type="checkbox"/> *Hires	<input type="checkbox"/> *Terminates	

(*Has the authority to effectively recommend these actions.)

Working Relationships

Level of Supervision received (check one): For more guidance see: [Glossary of Classification Terms.](#)

- Direct/Close Supervision: Most work is reviewed in progress and upon completion.
- General Supervision: Completed work is spot checked.
- General Direction: Completed work is reviewed for effectiveness and expected results.
- Administrative Direction: Completed work is reviewed for compliance with budget, policies, laws, and program goals.

Add information that clarifies this position's interactions with others to accomplish work:
 This position will initially be trained by the Recreation Supervisor and Maintenance Supervisor, but is expected to operate with little direction, but fully expected to communicate regularly with Recreation Supervisor. Weekly staff meeting attendance is requested.

Working Conditions

Work Setting, including hazards:	Outdoors, Use of chemicals.
Schedule (i.e., hours and days):	Flexible, but expected to cover 5 shifts per week. Seasonal.
Travel Requirements:	None
Tools and Equipment:	Provided
Customer Interactions:	Daily
Other:	Benefits include PTO, Sick Time, 2% IRA Contribution

Qualifications

List the education, experience, licenses, certifications, and competencies (knowledge, skills, abilities, and behaviors).

Required Qualifications:
 Attention to detail * Able to work with limited direction * Licensed to Drive in Washington

Preferred/Desired Core Competencies:
 Forward thinking * Community Focused * Mission oriented * Values others/teamwork * Adaptable * Communicative

Special Requirements/Conditions of Employment

List special requirements or conditions of employment beyond the qualifications above.

Pass background check

In-Training Plan, If Applicable

- Training by Recreation Supervisor & Maintenance Supervisor for maintenance related issues & opening procedures
- Complete CPO Certification class online with exam
- HR processes with General Manager

Acknowledgement of Position Description

The signatures below indicate that the job duties as defined above are an accurate reflection of the work performed by this position.

Date:	General Manager Signature (required):
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As the incumbent in this position, I have received a copy of this position description.

Date:	Employee's Signature:
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