



Pool Assistant Director Position Description

Department: Parks & Recreation
Position: Pool Assistant Director (Program Director-Pool)
Job Category: LTC (Labor, Trades, Crafts)
Status: Seasonal
FLSA Status: Exempt-Recreational (Hourly)
Date of Announcement: March 8, 2024
Application Deadline: Until position is filled.

Under the supervision of the Recreation Supervisor and the Pool Lead this position practices all phases of public pool management, including the ability to execute daily pool functions without direct supervision. This position supports the Park Department staff in their efforts to provide and conduct high quality recreation programs, events and facilities within Goshen City Parks.

Essential Duties and Responsibilities:

- Assist in maintaining pool staff schedules.
- Maintain positive public relations at the swimming pool.
- Conduct opening and closing of the pool; key holder.
- Implement pool policies and procedures.
- Assists with the training, directing and supervising of the pool staff.
- Supervises and monitor the daily filtration of the pools to include conducting chemical tests, controlling the chlorine and chemical content of the water, maintaining the pump and back washing as needed.
- Perform daily pool water testing and maintain required water chemistry records.
- Oversees accounting of daily admission, supervise the daily recording and deposit of pool data and money.
- Oversee concession stand's food handling, sales and monitor concession inventory.
- Oversee, monitor and maintain restrooms, pool house and pool grounds.
- Operate cash handling software, pool sweeper, cleaning equipment, ropes, buoys, hooks and pool slide.
- Respond to emergencies and perform first aid and CPR when needed.
- Register patrons and oversee swim lessons and pool admissions.
- Maintain housekeeping duties of pool house, restrooms and pool facilities.
- Assist with weekly in-service meetings with pool staff for continued training and water scenarios.
- Ensure inventory and upkeep of lifesaving and safety equipment.
- Performs other duties as assigned.

Minimum Physical and Mental Abilities:

- Must be American Red Cross Life Guarding and First Aid certified.
- Must be American Red Cross CPR/AED for the Professional Rescuer certified.
- Water Safety Instructor Certification preferred.
- Must pass the Elkhart County Person in Charge Health Test.
- Must be at least 18 years old.
- Ability to learn, understand and implement State, County and municipal policy, procedures and ordinances.
- Must have high school diploma or equivalency or any equivalent combination of education,

- training and experience which provides the necessary knowledge, skills and abilities.
- Must have the ability to recognize safety hazards and take the necessary measures to remedy them.
 - Must be able to interact effectively with others including responding to complaints, concerns and request of patrons through providing outstanding customer service.
 - Apply common sense understanding and carry out detailed written and verbal instructions and communications.
 - Must possess the disciplinary and motivational skills to effectively control and maximize the efforts of the pool staff.
 - Must possess the knowledge and ability to teach the mechanics of proper lifeguarding.
 - Ability to learn and implement food-handling procedures.
 - Ability to verbally communicate and exchange information.
 - Ability to sit and stand for long periods.
 - Ability to exert physical effort with light to heavy lifting (60-100 lbs.) and routine stooping, kneeling, crouching, reaching, lifting and pulling; ability to climb and balance.
 - Must have good close, distant, color and peripheral vision.
 - Must be able to tolerate extreme temperature changes.
 - Must be able to carry out detailed written and verbal instructions.
 - Must be able to problem solve and maintain control in emergencies.
 - Must be able to add/subtract and able to distinguish bills and count money.
 - Must be available 05/11/2024 to 07/28/2024, then Saturdays and Sundays through 08/31/2024.

Environmental Adaptability:

- Ability to work indoors and outdoors in extreme temperatures and inclement weather for extended periods.

Hours of Work:

- Must be available 05/11/2024 to 07/28/2024, then Saturdays and Sundays through 08/31/2024
- Varied shifts when pool is open. Weekend and evening shifts required.
- Required for special events:
 - Friday, July 25
 - Saturdays: June 22, July 6 and July 26
 - Sunday, July 27

Rate of Pay:

- Grade 7; \$20.41/Hourly *based on current salary ordinance*

Applications are required and are available in Human Resources at 204 E. Jefferson, Suite 3, Goshen IN or online at www.goshenindiana.org, Click on "job opportunities".

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