



Pool Coordinator (Manager)

Job Description

Purpose: The Coordinator organizes and supervises sports activities in the swimming pool for the youths and adults of Sitka. To accomplish these tasks, the Coordinator must work closely with the staff and administration of the Sitka School District.

Responsible to: Maintenance Director

Payment rate: According to Classified Salary Schedule

Qualifications:

1. A.A. degree or equivalent experience in sports, recreation, or related field.
2. Five years sports related to swimming program.
3. Experience in working with the public.
4. Certificate of health signed by a licensed physician.
5. Current First Aid, CPR, WSI-IT, LGI-IT.
6. Certified Pool Operator.
7. Desire to maintain career improvement.

Essential Functions:

1. Supervise all aspects of the pool program.
2. Coordinate all activities to conform to state laws and regulations and District guidelines.
3. Communicate effectively with students, school district staff, and community supporting the values of education, promoting positive public relations, and maintaining confidentiality regarding school business
4. React to change productively and handle other tasks as assigned.
5. Prepare and maintain appropriate records, reports, and forms as required.
6. Conduct continuous review and evaluation of materials and equipment used in the program.
7. Adhere to all district health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan.
8. Proficiency in computers and computer programs.
9. Support the values of an education.

(Date Reviewed)

Pool Manager

10. Support the mission of the Sitka School District.

Physical Requirements / Environmental Conditions:

1. Requires physical exertion to manually move, lift, carry, pull, or push heavy objects
2. Requires stooping, kneeling, crawling, bending, turning, reaching, climbing, and balancing.
3. Must work indoors and outdoors year-round.
4. Must work in stressful, noisy, and crowded areas, in and around dust, fumes, and odors.
5. Proper workplace etiquette must be followed, including maintaining a clean and orderly workspace.

Specific Responsibilities

1. Plan swimming pool activities. Coordinate schedules of all program personnel and events.
2. Develop fee structure for events and oversee the maintenance of all financial transactions.
3. Maintain equipment, supply inventories, and pool chemicals.
4. Complete monthly reports and records. Meet with Maintenance Director as required. Organize special events as assigned.
5. Complete reports and maintain follow-up activities on injuries, equipment damage, and child abuse.
6. Develop agenda and lead meetings of pool personnel as needed.
7. Provide training of lifeguard and swimming instructors.
8. See that district policies are observed.
9. Maintain competencies in skills related to job.
10. Other duties as assigned by the Administration.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

I have received a copy of this job description:

Employee _____

Date _____

Approval _____

Maintenance Director

(Date Reviewed)