



## Saddle Mountain Unified School District #90

<b>Job Title:</b>	Pool Manager/Lifeguard	<b>Job Category:</b>	Part-Time Employee
<b>Department/Group:</b>	Saddle Mountain Unified School District #90	<b>Organizational Relationships:</b>	Directly responsible to the Site Principal
<b>Level/Salary Range:</b>	\$20/hour	<b>Blood Borne Pathogen Risk:</b>	At Risk
<b>Work Status:</b>	At -Will Employee	<b>Weight Lifting Requirements:</b>	N/A
<b>Work Days:</b>	2 days per week or as assigned by supervisor (May 30-July 21)	<b>Benefits:</b>	N/A
<b>Work Hours:</b>	5 hours per day or as assigned by supervisor	<b>Probationary Period:</b>	N/A
<b>Fingerprints Check:</b>	As required by ARS 15-512 and District Policies		
<b>Drug Free Campus</b>	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.		
<b>Position Summary:</b>			
Responsible for the day to day operations of the Summer Pool program. Directly supervises pool employees. Responsibilities include planning, assigning and directing work; addressing complaints and resolving problems.			
<b>Position Qualifications and Requirements:</b>			
<ol style="list-style-type: none"> <li>1. Certified Teacher is preferred.</li> <li>2. Must possess current First Aid and CPR (AED) Certification.</li> <li>3. Lifeguard Certification and/or experience is required.</li> </ol>			
<b>Job Description</b>			
<p><b>Role and Responsibilities</b></p> <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and provide students and staff with a safe, attractive, comfortable, clean and efficient place in which to learn, play, work and develop.</p> <ol style="list-style-type: none"> <li>1. Ensures the day-to-day operations are carried out, which may include: monitoring activities, enforcing behavior rules; preparing supplies; and/or performing other related activities.</li> <li>2. Responds to requests for information and/or provides assistance to the public and employees regarding the program and other issues.</li> <li>3. Enforces pool rules and regulations and monitors the security and safety of facilities.</li> <li>4. Provides excellent customer service to all patrons.</li> <li>5. Works with Business Manager on financial transactions including daily deposits and proper record keeping.</li> <li>6. Participates in the upkeep of the pool area and locker rooms</li> <li>7. Supervises lifeguards and other pool staff.</li> <li>8. Prepares schedules of pool staff.</li> <li>9. Other job-related duties as assigned.</li> </ol> <p><b>OTHER FUNCTIONS:</b></p> <p>This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specified duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.</p>			
<b>Reviewed By:</b>	Cabinet	<b>Date:</b>	May 2013
<b>Approved By:</b>	School Board	<b>Date:</b>	
<b>Last Updated By:</b>	Merlinda Avila	<b>Date/Time:</b>	May 2013