

NORTH KITSAP SCHOOL DISTRICT JOB DESCRIPTION

Pool Coordinator

Purpose of the job:

The Pool Coordinator is responsible for all aspects of management of the North Kitsap School District Community Pool; including program development, marketing, management, and oversight.

Essential Job Functions:

The Pool Coordinator oversees all activities related to the management of the pool, including program development, development of partnerships with other entities and/or community groups, marketing, website development/up-dating, scheduling, training, hiring, budget, payroll, and operation of the pool's mechanical and chemical systems.

Qualifications:

- High School diploma, some college course work in related field desired.
- At least 1 year of experience in an aquatics supervisory position.

Knowledge, skills, and abilities:

1. Ability to recruit, hire, train, supervise and evaluate all part time aquatic staff.
2. Ability to prepare work schedules for staff, assign instructors for lessons, guards for rentals, and staff for special events.
3. Ability to prepare quarterly program brochure in conjunction with the City of Poulsbo; and to market this program effectively using all available means.
4. Ability to prepare staff personnel records including payroll, time-sheets, discipline, certifications, in-service training, substituting, simulations, evaluations, etc.
5. Ability to prepare accident and incident records and reports. Ability to serve as School District/Pool liaison during emergencies, staff debriefing sessions, or harassment investigations.
6. Ability to operate the swimming pool chemical and mechanical systems, and submit work orders for major repairs. Ability to train others in the operation of these systems.
7. Ability to train supervisory staff in protocol for rescues, opening/closing, pool chemistry/filtration, public relations, etc.
8. Ability to prepare the Aquatics Program budget annually (or more frequently as required), including revenue projections, expenditures, fee and salary adjustment recommendations.
9. Ability to teach certain professional level courses: Lifeguarding, CPR/AED, Oxygen Administration, and 1st Aid.
10. Ability to continually evaluate, prepare and reorganize staffing levels, division of responsibilities, and programs based upon program and/or budgetary needs.
11. Ability to serve as a substitute guard or instructor when needed to fill in.
12. Ability to effectively communicate with all levels of the operation.
13. Ability to write effective technical, personnel, and public relations documents.
14. Ability to react quickly and decisively in an emergency, and to take charge.
15. Ability to use computers, office machines, ten-key calculators, and projection equipment.
16. Ability to problem solve, and remain calm in stressful situations.
17. Ability to solve problems fairly and openly while maintaining efficiency and affectiveness of program offering.
18. Ability to listen to subordinates, supervisors, and colleagues and act upon their suggestions or directives.

Licenses, certifications, and special requirements:

All applicants must hold or be able to obtain the following certifications to insure current program offerings and for the safe operation of the pool. Certifications include:

- Red Cross certifications in: Lifeguarding, Lifeguarding Instructor, Administering Emergency Oxygen; CPR/FPR/AED, WSI, 1st Aid.
- AFO or CPO certification required, or be obtained within six months.

Reporting relationship:

This position reports directly to the Director of Facilities and Maintenance.

Conditions of Work:

This is a full time position. Hours vary depending upon program needs and to insure adequate supervisory coverage during hours of operation.

Union Affiliation

NKCASA

FLSA status

Exempt

Salary Range

NKCASA

Job#

Job History:

Created: 8/6/08; Revised: 9/10

Immediate Supervisor Date

Assist. Superintendent of HR & Operations Date

This job description is not an employment agreement or contract. District management reserves the right to change this job description at any time without notice.