



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **YMCA OF SAN JOAQUIN COUNTY - JOB DESCRIPTION**

### **POOL SUPERVISOR (SEASONAL - PART TIME)**

Under supervision of the Aquatics Director, the Pool Supervisor will supervise and coordinate activities at various pools.

#### **DUTIES AND RESPONSIBILITIES:**

The Pool Supervisor must have the competencies, skills, and proven leadership ability to successfully carry out the YMCA mission, goals, and visions for serving the community. The Pool Supervisor will be responsible for the following:

1. Assists with the overall operations of aquatics programs.
2. Develops positive relationships with participants and parents.
3. Assists in the evaluation of programs, maintains accurate records and distributes information to parents.
4. Operates all equipment properly and promptly reports any problems.
5. Sets up and maintains a clean swim area.
6. Attends staff meetings and trainings as required.
7. Supervises one or more pool sites.
8. Enforces rules and regulations.
9. Possesses mature judgment and sound decision-making.
10. Communicates effectively with members, peers, volunteers, parents, children and supervisor.
11. Follows all YMCA policies, rules, regulations and procedures, including emergency procedures.
12. Completes incident and accident reports as necessary.
13. Incorporates the mission, philosophy, and 4 core values of the YMCA in all communication with participants and co-workers.
14. Responsible for programs starting and ending on time.

#### **QUALIFICATIONS/ENTRY REQUIREMENTS:**

1. 18 years of age or older.
2. Current Lifeguard, CPR, AED, Basic & Advanced 1<sup>st</sup> Aid certifications (or obtain certification before hire date.)
3. Must be able to communicate effectively.
4. Must be observant, safety conscious and able to react calmly and quickly to an emergency
5. Reliable transportation for routine duties, and emergency situations.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; run; sit; use hands to operate objects, tools and/or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch and/or crawl; talk and/or hear; taste and/or smell. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **YMCA COMPETENCIES (LEADER):**

*Mission Advancement:* Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

*Collaboration:* Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

*Operational Effectiveness:* Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**NOTE:** These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.