

The Town of Colonsay - **Assistant Pool Manager Summary**

The Assistant Manager is responsible for leading the Colonsay Swimming Pool team and in the absence of the Manager the Assistant Manager shall assume the duties of the Manager.

The Assistant Pool Manager is expected to assist the manager with all pool related administration and personnel management, daily maintenance of pool equipment, record keeping for water, finances, and staffing.

Responsibilities and Duties

1. Lead and coach swimming pool personnel;
2. Schedule the use of the pool and to ensure that the necessary staff is available to fulfill program and legal requirements;
3. Ensure that emergency procedures are in place and that staff is trained for any emergency;
4. Implement and maintain a staff in-service program;
5. Ensure that all records and forms required by the Swimming Pool Committee, Colonsay Rec Board, Town, Public Health, and other agencies are maintained as indicated by the authority;
6. Ensure that all accidents or incidents are properly recorded and reported;
7. Keep an up to date inventory of equipment, chemicals and supplies, and will purchase or arrange for the procurement day to day needs for the pool as required;
8. Prepare a mid-summer and year-end evaluation of staff, programs, and general operations and make recommendations accordingly;
9. Be aware of and ensure that all pool policies and procedures are followed;
10. Paint and complete various items to prepare the pool and grounds for opening and their ongoing upkeep;
11. Provide regular reports to the Colonsay Swimming Pool Committee to ensure the smooth operations and maintenance of the facilities; and
12. Perform other duties as required, assigned by The Pool Manager, The Swimming Pool Committee, and The Town of Colonsay, and the Colonsay Rec Board.

Qualifications:

NLS Certification

LSI

Standard First Aid, CPR C and AED

WSI

Management Experience

Pool Operators Course is considered an asset