



## Recreation & Community Services Department

2450 S. 68th Street, West Allis, WI 53219

(414) 604-4900

[www.wawmrec.com](http://www.wawmrec.com)

Position: Pool Site Supervisor- Part-time seasonal

Summary: Pool Site Supervisor is a representative of the West Allis-West Milwaukee School District and Recreation Department. They should always be polite and courteous to the public and fellow staff members. Pool Site Supervisor should always be wearing an assigned staff shirt/vest. Supervise staff and participants taking part in swimming program offerings. The pool site supervisor works under the direct supervision of the Recreation Program Manager.

### Qualifications:

- Must be at least 18 years of age.
- Previous supervisor experience is preferred.
- Red Cross First Aid and CPR/AED certification recommended.
- Red Cross Lifeguard certification recommended.
- Red Cross Water Safety Instructor certification recommended.

### Responsibilities:

- If you are a certified Water Safety Instructor or Lifeguard it is understood that in the event a staff person is absent and you cannot find a replacement you will step in and perform those responsibilities.
- Supervise lifeguards, WSI's and locker room attendants assigned to pool program and activities offered during time of work.
- Inspect facility daily and routinely to ensure locker rooms and pools are safe to operate. Report to Aquatics Program Manager and Maintenance if anything is unsafe or needs fixing.
- Verify that pool facility is supplied with necessary forms and equipment such as time cards, accident reports, and attendance sheets and a first aid kit if additional supplies are needed contact the Aquatics Program Manager.
- Responsible for keys for facility, once the program has concluded turn in the keys to the Aquatics Program Manager.
- Responsible for opening and securing facility/pool.
- Accidents that require first aid will be assisted by the pool supervisor. They will also fill out any necessary accident reports and may need to assist instructors or lifeguards collect information during sessions.
- Assist in coordinating hours and staffing for Water Safety Instructor, Lifeguard, and Locker room attendants in the event someone does not show up or cannot work. Will notify Aquatics Program Manager if a staff member does not show up to work or requests to be replaced.



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- Pool Site Supervisor will be contact person in case of any emergency situation that requires emergency vehicles to be present and will contact Aquatics Program Manager immediately in these events.
- Inform participants of the department pool policies and ensure that they are enforced.
- Maintain accurate attendance for each class.
- Greet and welcome all participants, parents, and/or community members.
- Help to create and ensure a safe program environment which may include program set-up and clean-up and general cleaning of spills, bodily fluids, etc. as the program dictates.
- Work collaboratively with all other district and department personnel.
- Representative of the Recreation Department, uphold and exemplify department policies and guidelines in all aspects of job performance and in relationships with children, families and district employees as outlined in the department employee handbook.
- Communicate program information, expectations to participants, parents, and/or community members.
- Communicate all program changes, incidents, needs, or concerns to immediate supervisor or department program administrator.
- Complete, collect, and submit all applicable forms, reports, and payroll documentation as directed by immediate supervisor or department administrator.
- Ability to facilitate conflict resolution and independently problem solve as directed by immediate supervisor or department administrator.
- Perform other duties as assigned by Aquatics Program Manager.

### Application Procedure:

Candidates must complete an application at [www.wawmrec.com](http://www.wawmrec.com) and submit

***The West Allis-West Milwaukee Recreation and Community Services Department does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.***

***This description has been prepared to assist in properly evaluating various classes of responsibilities, skills, working conditions, etc., present in the classification. It is intended to indicate the kinds of tasks and characteristic levels of work difficulty that will be required of positions that will be given this title. It is not intended as a complete list of specific duties and responsibilities. Nor is it intended to limit, or in any way modify the right of any supervisor to assign, direct and control the work of employees. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.***