

JOB DESCRIPTION: POOL DIRECTOR

Desired Qualifications or Experience: Minimum of college junior with documented experience in instructing pool activities with children and a WSI certification.

Essential functions: Able to organize equipment and pool activities; able to supervise other staff; able to supervise children in small and large groups; able to interact appropriately with children, using positive behavior management techniques; able to work long hours in warm weather with consistently positive attitude; enthusiasm, sense of humor, patience, and self-control.

Accountable to: Program Director

The Pool Director will assume the following responsibilities:

1. Each day, Monday through Friday, to coordinate all pool classes, supervising instructors and helping them to organize their classes and clean up following each class.
2. To assume responsibility for supervision of all staff using the pool, pool equipment and facilities at times other than regular activity periods.
3. To assist testing and classification of all campers on each opening day.
4. To prepare a training program for pool instructors for the staff orientation period, coordinating with the Camp Director and Program Director.
5. To oversee pool activities, such as evening tournaments and cabin time games, scheduled outside of regular class times.
6. To maintain safety standards for all staff and campers, and to act appropriately and promptly in urgent or emergency situations.
7. To assume responsibility for keeping the pool area, facilities and grounds safe and sanitary. Maintain correct chemical balances and accurate records, in compliance with Health Department Standards.
8. To work with the other program staff to schedule campers into activities each week. To assist the Lake Director with the buddy tag system. Be responsible for waterfront orientation each week.
9. To lead and oversee varying evening activities throughout each week.
10. To drive airport transportation to Richmond, Charlottesville, or Washington on weekends, as requested.
11. To assist in any other responsibilities necessary for the smooth functioning of the camp.

I have read these responsibilities and agree to fulfill them to the best of my ability.

Employee

Date