

TOWN OF CHESHIRE

POSITION DESCRIPTION

Position Title: Assistant Pool Coordinator Classification: N-1

Department: Cheshire Community Pool Date: 10-27-25

Position Objectives: Works under the supervision of the Pool Coordinator. Generally responsible for managing daily pool operations including, but not limited to, supervising lifeguard and swim instruction staff, maintaining the pool facility in the absence of the Aquatics Director and Pool Coordinator. Will also be required to teach swimming lessons and perform lifeguard duties.

Reporting Relationships:

Reports to: Pool Coordinator

Supervises: Lifeguards and swim instruction staff

Job Location and Equipment Used:

Work is performed at the Cheshire Community Pool, indoors or outdoors depending on the season. Knowledge of standard recreation pool equipment, lifeguard equipment and instructional equipment.

Essential Functions:

1. Responsible for the safety of facility staff and users.
2. Responsible for the supervision of swim instruction and lifeguard staff.
3. Enforces all of the facility's rules, policies and regulations.
4. Responds to patron's inquiries and concerns.
5. Completes daily safety inspections and reports unsafe conditions to the Pool Coordinator.
6. Maintains records, reports and data relative to water chemistry, daily weather conditions and incidents requiring the attention of the Pool Coordinator.
7. Performs lifeguarding and swim instruction, as required.

8. Maintains highest level of customer service.
9. Serves as pool coordinator during scheduled leave of the Aquatics Director and the Pool Coordinator.
10. Performs additional duties and tasks as assigned by supervisor.

The above duties describe the most significant duties performed and are not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Desired Knowledge, Skills and Abilities:

Thorough knowledge and application of lifeguarding rescue, swimming skill and teaching techniques. Ability to instruct, assign, supervise and evaluate lifeguarding and swim instruction staff in the performance of assigned duties. Knowledge of the principles and practices of facility rules, policies and procedures. Well-developed oral and written communicative skills.

Physical Requirements:

Ability to perform all functions necessary to maintain certifications. Ability to swim and go in a pool in an emergency.

Minimum Qualifications:

Three years of experience in lifeguard and swim instruction with a minimum of one year of supervisory experience in an aquatic environment or an equivalent in years and experience. Must have lifeguard training obtained from a recognized certifying agency, CPR for the Professional Rescuer, standard first aid and water safety instructor.