

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department or Office: Parks & Recreation Department

Position: Program Director - Pool

Status: Seasonal

Date of Announcement: April 4, 2019

Application Deadline: Until position is filled

Under the direction of the Recreation Supervisor, the director manages the day-to-day operations of the Shanklin Pool. This position supports the Park Department staff in their efforts to provide and conduct various programs, events and activities within Goshen City Parks.

Essential duties and responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

- Conduct opening and closing of the pool, supervise use of the public address system, and implement all pool procedures.
- Responsible for training, directing, scheduling, and supervising the aquatic staff.
- Supervise and monitor the daily filtration of the pools to include conducting chemical tests, controlling the chlorine and chemical content of the water, maintaining the pump and back washing as needed.
- Oversee accounting of daily admission and season pass revenue and supervise the recording and deposit of pool data and money.
- Responsible for purchase of inventories and monitoring concession inventory.
- Oversee and monitor restrooms, pool area and pool grounds.
- Must be able to interact effectively with others including responding to complaints, concerns and request of patrons who many times are irate and angry about real or perceived inadequacies in City Pool performance.
- Must be able to respond to situations in a positive and effective manner working to cheerfully diffuse the situation and bring the matter to an acceptable resolution.
- Must be able to add/subtract two digit numbers and able to count money.
- Must be able to apply common sense understanding to carry out detailed written or oral instructions.
- Must be able to problem solve and maintain control in emergencies.
- Must be able to lift and/or move 60 - 100 pounds.
- Must have good close, distant, color and peripheral vision.
- Must be able to tolerate extreme temperature changes.
- Must be able to operate: cash register, hose pool sweeper, cleaning equipment, ropes, buoys, hooks, and use first aid materials.
- Performs other duties as assigned.

Requirements:

- Must be at least 18 years old.
- Must pass the Elkhart County Person in Charge exam to operate a pool.
- Must have high school diploma or equivalent.
- Must have the ability to recognize safety hazards and take the necessary measures to remedy them.
- Must possess the disciplinary and motivational skills to effectively control and maximize the efforts of the aquatic staff.
- Must possess the knowledge and ability to supervise the mechanics of proper life guarding.
- Must have the ability to effectively deal with the public.
- Must have Red Cross Lifeguard Certification and CPR/First Aid Certification.
- Water Safety Instructor Certification, preferred.
- Must be available 05/20/2019 to 09/03/2019 (approx.)

Hours of Work:

Monday through Sunday, varied shifts when pool is open. Weekend and evening shifts required. Saturday, July 13 and Saturday August 17 required.

Rate of Pay:

\$14.00/hour

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

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