

CITY OF GOSHEN, INDIANA

POSITION DESCRIPTION

Department or Office: Parks & Recreation Department

Position: Program Director - Pool

Status: Seasonal

Date of Announcement: April 1st, 2023

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 high quality recreation programs, events and facilities 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, managing, 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 supervise the recording and daily deposit of pool data and money.
- Train direct and supervise pool staff.
- Oversee and monitor restrooms, pool area and pool grounds.
- Interact effectively with staff and patrons including responding to concerns and requests of patrons through providing outstanding customer service.
- Respond to situations in a positive and effective manner; able to diffuse and resolve.
- Problem solve and maintain control in emergencies.
- Respond to emergencies and perform first aid and CPR when needed.
- Maintain housekeeping duties of pool house, restrooms and pool facilities.
- Operate money handling software, pool sweeper, cleaning equipment, ropes, buoys, hooks, and pool slide.
- Manage and oversee concession stand, food handling, serving and inventory/order supplies.
- Performs other duties as assigned.

Minimum Physical and Mental Abilities:

- 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 be able to add/subtract and able to distinguish bills and count money.
- Apply common sense understanding and carry out detailed written and verbal instructions and communications.
- Must have good close, distant, color and peripheral vision.
- Must be able to tolerate extreme temperature changes.
- 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 lifeguarding.
- Ability to learn and implement food-handling procedures.
- Ability to verbally communicate and exchange information.
- Ability to sit and stand for long periods.

- Ability to exert physical effort with light to heavy lifting (60-100 lbs.) and routine stooping, kneeling, crouching, reaching, lifting and pulling; ability to climb and balance.
- Ability to learn, understand and implement State, County and municipal policy, procedures and ordinances.
- Must have Red Cross Lifeguard Certification and CPR/First Aid Certification.
- Water Safety Instructor Certification, preferred.
- Must be available 05/15/2023 to 07/30/2023, then weekends through 08/27/2023.

Environmental Adaptability:

- Ability to work indoors and outdoors in extreme temperatures and inclement weather for extended periods.

Hours of Work:

Monday through Sunday, varied shifts when pool is open. Weekend and evening shifts required. Required for special events: Saturday, July 8 and Saturday August 12, 2023. Must be available 05/15/2023 to 07/30/2023, then weekends through 08/27/2023.

Rate of Pay:

Grade 7; \$19.45/hour

Applications are required and are available in Human Resources at 204 E. Jefferson, Suite 3, Goshen IN or online at www.goshenindiana.org, Click on “job opportunities”.

The City of Goshen provides equal employment opportunities to all employees and applicants for employment. EOE/Drug Free/Smoke Free