

CITY OF SOUTHFIELD PARKS & RECREATION DEPARTMENT JOB OPPORTUNITY ANNOUNCEMENT

JOB TITLE: Assistant Pool Coordinator

CLASSIFICATION: Non-Career/Seasonal

PAY RATE: \$15.00-\$18.00 per hour

REPORTS TO: Facility Supervisor/Sports Arena

SUPERVISES: Lifeguards

WORK SCHEDULE: Seasonal position with full-time hours between May and August, weekends included. Part-time hours in the Spring.

ESSENTIAL FUNCTIONS AND EXAMPLES OF WORK:

- Supervise pool staff including assisting the pool manager with selection, scheduling, training, and motivating.
- Oversee swim lessons at the Sports Arena Pool.
- Open and close the facility when the Pool Coordinator is not available.
- When not required to supervise, assumes the responsibilities of a lifeguard.
- Assist Pool Coordinator in taking and recording pool chemicals
- Ensure the pool is always functioning at optimal level; maintain a well-trained, professional guard staff.
- Maintain all required paperwork which may include any Written Staff Warnings, the Daily Supervisor's Report, and Daily Chemical Reports.
- Be visible and on deck during hours of operation.

MINIMUM REQUIREMENTS:

- 18 years of age or older
- CPR and Lifeguard Certification (or the ability and willingness to obtain it)
- Excellent verbal and written communication skills

DESIRABLE QUALIFICATIONS:

- Supervisory experience
- Experience with pool programs
- Organizational ability

The selection process will include a review of the applicant's experience for posted requirements, driving record and criminal history check and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience, training, and/or certification.

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen, Southfield MI 48076

Applications may also be downloaded from www.cityofsouthfield.com.

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

Caf/03.01.2021



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or hrrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.