

KENAI PENINSULA BOROUGH SCHOOL DISTRICT
Soldotna, Alaska

NOTICE OF VACANCY
Advertised: May 20, 2022
Re-Advertised/Revised: August 17, 2022

2022-23

Job Title:	Pool Manager	Salary:	\$23.83/hr
Reports To:	Districtwide Pool Supervisor and Building Administrator	Range:	11
Location:	Seward High School	Hrs/Day:	8 hrs/day
	Seward, Alaska	# Days:	216

JOB PURPOSE: To lifeguard, lead, organize, implement, schedule, supervise, promote and manage comprehensive aquatics programs safely and efficiently for all ages. Evaluate program offerings and performance against community and school needs. Evaluate needs for materials and equipment and coordinate purchases. To keep financial and client data records and make regular written reports to the Districtwide Pool Supervisor.

Duties, Responsibilities, and Accountabilities:

- Lifeguards during the school day and assist with the school classes and pool activities.
- Schedules and oversees all swimming and aquatic programs for the school year and coordinates summer programs.
- Participates in recruiting, interviewing, and hiring aquatic personnel.
- Supervises and trains all personnel as needed; and provides orientation sessions for new employees.
- Prepare and run monthly staff in-service training logs.
- Creates lesson plans for and teaches swim classes to the public.
- Collaborate to create lesson plans for and teach High School, Middle School, Elementary School, and Special Education Swim Classes.
- Supervises and ensures daily facility opening and closing consistent with posted hours.
- Oversees the scheduled shifts for all personnel and ensures adequate staffing for all programs and activities.
- Must be able to accommodate a work schedule that varies to meet the needs of the school and community.
- Maintains accurate personnel records to include WSI, lifeguarding, coach certifications, hourly payroll records, monthly reports, water logs, pool fixed assets, pool accounts, chemical budget, and billings.
- Monitors proper chemical balance of pool; maintain filters and chlorinator system. Works closely with the pool and or head custodian to ensure these tasks are properly accomplished.
- Ensures facilities and equipment are operating correctly and are clean, sanitary, and safe for public use.
- Coordinates maintenance and repairs of the pool and pool equipment with building personnel, maintenance, and Districtwide Pool Supervisor.
- Fill and drain pool/enclosed hazardous deep cleaning of pools while drained. Acquire and keep current with respirator fit test training.
- Acquiring and administering grants as well as fundraising.
- Enters data into computers utilizing spreadsheets, databases, and word processing programs. Adheres to deadlines and maintains accurate records in all areas of the facility.
- Prepares weekly lifeguard schedules and monthly pool schedules for the public.
- Totals cash receipts; makes regular deposits; maintains financial records.
- Cleaning locker rooms/pool deck/lobby as needed.
- Maintains pool environment in a consistently safe manner, in accordance with all applicable standards, regulations & authorities.
- Performs additional job-related duties as assigned.

Knowledge, Skills, and Abilities:

- Must have a current American Red Cross Lifeguarding certificate, including CPR/AED and First Aid. Must have the ability to obtain an American Red Cross Water Safety Instructor and Lifeguard Instructor certification, Lifeguard Management certification, and Certified Pool Operator certification. Must have the ability to obtain a FIT test, concussion, and bloodborne pathogen certifications. Two years' lifeguarding experience preferred.
- Knowledge of and ability to perform minor repairs and maintenance of swimming pool systems.
- Ability to clean and disinfect while using the proper use of a respirator for deep chemical cleaning.
- Ability to plan and direct facility operations.
- Ability to operate a computer and related software.
- Ability to work well with the public patrons.
- Ability to work well with maintenance personnel.
- Ability to teach swimming classes to all ages, including lesson plan development.
- Ability to write grants and fundraise.

Language Skills: Ability to read and analyze, and interpret general periodicals, professional journals, technical information, budgets, regulations, and DOE directives. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of administrators, staff, and the general public.

Mathematical and Technical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to manipulate word processing, spreadsheet, and database programs. Capable of conducting research via the Internet.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw conclusions. Ability to interpret an extensive variety of information and to deal with abstract and concrete variables.

Other Skills and Abilities: Ability to apply knowledge of current research and theory in a specific field. Ability to establish and maintain effective working relationships with teachers, building administrators, and the school community. Ability to speak clearly and concisely both in oral and written communication. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District
Human Resources Department
148 North Binkley
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

WE ARE AN EQUAL OPPORTUNITY EMPLOYER