



## **TOWN OF LINCOLN**

Middlesex County...Massachusetts  
PARKS & RECREATION DEPARTMENT

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# **Town of Lincoln – Parks & Recreation Department**

## **Codman Pool**

### ***Assistant Pool Director***

#### **GENERAL DESCRIPTION**

The Codman Pool is a public swimming pool located in Lincoln, MA that is open seasonally from June to August. The Assistant Pool Director position is 35-40 hours per week (week and weekend hours) and is responsible for pool operations and staff during hours of operation. The pool is open to residents and recreation summer programs for open swim and American Red Cross Swim Lessons daily.

#### **SUPERVISION**

This position comes under the direct supervision of the Pool Director of the Town of Lincoln Parks & Recreation Department. The Assistant Pool Director is responsible for following and carrying out all of the workplace expectations and policies of the Lincoln Parks & Recreation Department. The Assistant Director oversees the daily operations of the Codman Pool. The supervision generally (subject to change) consists of three (3) Supervisors, seven (7) Water Safety Instructors, twenty (20) Lifeguards and twelve (12) Gate Staff. In addition, the Codman Pool hosts the Lincoln Summer Camp Swim Lessons, Public Swim Lessons and home of the Codman Storm Swim Team with approximately 120 swimmers and participates in the Minuteman Swim League.

#### **CERTIFICATIONS**

- Lifeguard Certification (Required)
- CPR Certification (Required)
- First Aid/AED Certification (Required)
- Water Safety Instructor Certification (Preferred)
- Certified Pool Operator (Encouraged)

#### **RESPONSIBILITIES**

- The Assistant Pool Director will work under the direction of the Pool Director
- Assist the Pool Director with evaluating lifeguard, swim instructor, and gate staff positions

- Oversee the staffing of lifeguards, swim instructors and gate staff
- To serve as an ambassador of the Parks & Recreation Department and engage with the public in a respectful, professional and positive manner
- Present professional appearance wearing proper attire (Assistant Director shirt, lifeguard swim suit and whistle) positive attitude at all times, while maintaining a consistent high standard of customer service
- Motivate, manage, and support all Lifeguards, WSIs and Gate Staff
- Respond to public inquiries, comments and complaints about the Codman Pool
- Recommend purchases to Director (e.g. equipment, materials, first aid supplies, etc.)
- Maintain a high fitness level (strength and endurance) by swimming regularly
- Must be able to lift and carry pool supplies
- Provide emergency procedures training and implement the lifeguard/swim instructor staff orientation and weekly lifeguard trainings
- Evaluate aquatic abilities of lifeguards as well as public swimmers
- Assist with the scheduling of lifeguard and swim instructor training and conduct in-service training throughout the summer
- Oversee first aid emergencies and maintain/review all incident and accident reports
- Conduct daily check of equipment and report what may need repair
- Monitor daily facility operations/procedures and cleanliness of the Codman Pool
- Responsible for daily completed tasks (of all staff)
- Ensure the safety of all participants at the Codman Pool
- Perform other related duties as assigned

#### **QUALIFICATIONS**

- Age 21 + and college degree preferred
- Current American Red Cross Lifeguard Certification
- Current American Red Cross AED and First Aid
- Supervising experience: 1 year (Preferred)
- Job Types: Seasonal/Temporary

#### **RATE OF PAY**

\$25/hour (Commensurate with experience)

#### **SCHEDULE**

- 35-40 Hours per week
- Weekday & weekend shifts