



The Clubhouse at Mountain Park Pool Monitor Job Description

Job Title: Pool Monitor
Department: Aquatics
Reports To: Clubhouse Director
Prepared By: Toni VonRuden
Prepared Date: 7/22/2021
Approved Date: 7/22/2021
Classification: Non-exempt
JOB CATEGORY: Regular part time

SUMMARY

The Pool Monitor is responsible for maintaining a clean/organized surrounding, monitoring member/guest access and behavior, and offering fair/consistent enforcement of community rules.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following; Additional duties may be assigned based on utilization and performance

- Arrives for shifts in a timely and professional manner.
- Recognizes and responds quickly and effectively in emergencies.
- Enforces all aquatic facility policies, rules, and regulations.
- Govern the conduct of members and guests who use the pool and surrounding area(s)
- Other duties and special projects as assigned
- Use standard office equipment, including: computer, phone, copier/scanner, etc.
- Use standard maintenance equipment, including: pool equipment, broom, hand tools, etc.
- Completes additional duties as assigned by supervisor.

KNOWLEDGE AND SKILLS

- Ability to understand facility rules, policies and procedures
- Decision-making skills needed to deal with medical emergencies and facility evacuations
- Ability to work closely with staff in identifying and developing aquatic programs and services to meet the goals and objectives of MPHOA.

OTHER QUALIFICATIONS

- At least 18 years of age
- Complete and submit accurate time sheets.
- Maintain a safe working environment.
- Pool support experience preferred, but not required
- High School Diploma (or equivalent)
- Conflict resolution skills
- Excellent written and verbal communication
- Must be a team player who is committed to delivering high-level customer service
- Adaptable and dependable with a solid attendance record

- Professional and respectful demeanor with all staff and guests at all times
- Ability to work independently and follow instructions with minimal supervision

CERTIFICATES, LICENSES AND REGISTRATIONS

- Must have the following current certifications Red Cross CPR/AED for the Professional Rescuer, American Red Cross Lifeguarding and First Aid, and WSI.
- Additional certification desired: CPO, Lifeguard Instructor, CPR for the Professional Rescuer Instructor, WSI instructor

LANGUAGE SKILLS

Ability to resolve conflicts using written and verbal English skills. Ability to respond effectively and respectfully to sensitive inquiries and complaints from residents. Ability to exercise independent judgment and discretion with attention to detail. Ability to fairly evaluate circumstances on a case by case basis.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this position. While performing the duties of this job, the employee is regularly required to speak and hear while working. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to lift, pull, push or carry 25lbs. May be stationary or in motion for lengthy periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this position. The functions of this position are performed in an indoor facility and the employee will be exposed to chlorine, pool chemicals, and lighting. While performing the duties of this job, the employee is exposed to chemically treated water for a minimum of 1 hour per day. The noise level in the work environment is usually moderate

Employee signature: _____ Date: _____

Supervisor signature: _____ Date: _____