

WFPS JOB DESCRIPTION

Position Title: Pool Facility Supervisor
Department: Hulbert Aquatic Center
Reports To: Aquatics Director
Date of last review: October 2021

SUMMARY: Hulbert Aquatic Center is accepting applications for a full-time Pool Facility Supervisor to help facilitate logistics of swimming and diving events, special events, and ongoing programming as well as administrative duties. Located in West Fargo, Hulbert Aquatic Center is owned and operated by the West Fargo Public School District. This state-of-the-art facility can hold up to 900 swimmers and 1200 spectators and host national, state, regional, and collegiate swimming and diving events each year.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned)*

Facilities Management:

- Implement and coordinate all aspects of events, rentals, reservations, programs, and other event-related services at Hulbert Aquatic Center.
- Provide excellent customer service and professional communication in person, and via phone or email.
- Maintain thorough knowledge and understanding of all rules, policies, and procedures related to the position. Provide appropriate and accurate information to patrons and guests.
- Prepare facility for events and rentals including set up, tear down, and cleaning. Responsible for all aspects of the facility set-up. Familiarity with all competitive pool configurations is essential.
- Serve as a liaison between department staff and event guests.
- Respond to inquiries for rentals and events in a timely manner.
- Review and respond to voicemails and emails daily.
- Collect fees via online programs to maintain accurate records.
- Complete deposits of revenue according to fiscal policy, and complete refunds as necessary.
- Generate invoices and ensure payment is rendered for all rentals within the established timeframe.
- Maintain accurate records regarding attendance, fees collected, revenue deposits, inventory, etc.
- Maintain regular communication with supervisor and respond to work-related requests promptly.
- Attend and participate in staff meetings and staff training.
- Maintains a safe environment for all patrons and employees.
- Ensures that the pool physical facility is maintained in excellent operating in accordance with local health department guidelines.
- Manage concession stand and event staff/volunteers including inventory control.
- Projects a professional image through appropriate dress and professional conduct at all times.

- Update Hulbert Aquatic Center website and social media platforms
- Work schedules will vary based on facility needs. The facility is utilized any day of the week (Monday-Sunday) with shifts ranging from as early as 5 am to as late as 11 pm.

QUALIFICATION REQUIREMENTS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience:

High School diploma or general education degree (GED)

Current certification in CPR and First Aid (Obtain within the first 6 months of employment)

Current Certified Pool Operator or Aquatic Facility Operator (Obtain within the first 6 months of employment)

Demonstrated experience and ability in all facets of facilities management and special events.

Concession Stand/Food Service experience

Reliable and dependable attendance

Language Skills:

Ability to read, write and comprehend simple instructions, short correspondence, and memos. Ability to effectively present information in one-on-one and large group situations.

Mathematical Skills:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Other Skills and Abilities:

Ability to work with a variety of people. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to use computers and other forms of technology. Ability to perform duties with awareness of all district requirements and Board of Education policies. Understanding of confidentiality and commitment to abide by confidentiality regulations. Understand the importance of practicing good ergonomics in the workplace.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit, stand, walk, talk, and hear. Specific vision abilities required by this job include close vision and peripheral vision. The employee

needs to be able to tell where a sound is coming from and hear in a noisy environment. The level of noise in the work environment is usually moderate to loud. The ability to swim is required by this position. The employee must be able to lift 30 pounds.