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# Pool Apprentice Job Description

**Appointed By:** Amanda Davis, Chief Administrative Officer

**Delegated Authority:** TBD

**Term:** TBD – August 31, 2024

**Location:** Town of Bassano Outdoor Pool (249-256 6 Avenue, Bassano)

**Compensation:** \$15.00

## Summary

Under the direct supervision of the Pool Manager, Pool Apprentice(s) are responsible to complete janitorial duties, assist and communicate directly with patrons, and support lifeguarding staff in emergency situations. The cleanliness of our facility, customer relations, and commitment to safety directly contributes to how residents perceive the quality of our services and the standard of operations set by the Town of Bassano.

## Hours of Work

15-20 hours per week.

## Requirements

1. Minimum age of 14.
2. Current criminal record check
3. References from previous work experience
4. Current Lifesaving Society Bronze Medallion Certification
5. Current Lifesaving Society Bronze Cross Certification
6. Current Standard First Aid
7. Current Lifesaving Society Swim Instructor Certification is an asset.

\*Standard First Aid and lifeguard certifications will be offered in-house if they have expired.

## Confidentiality

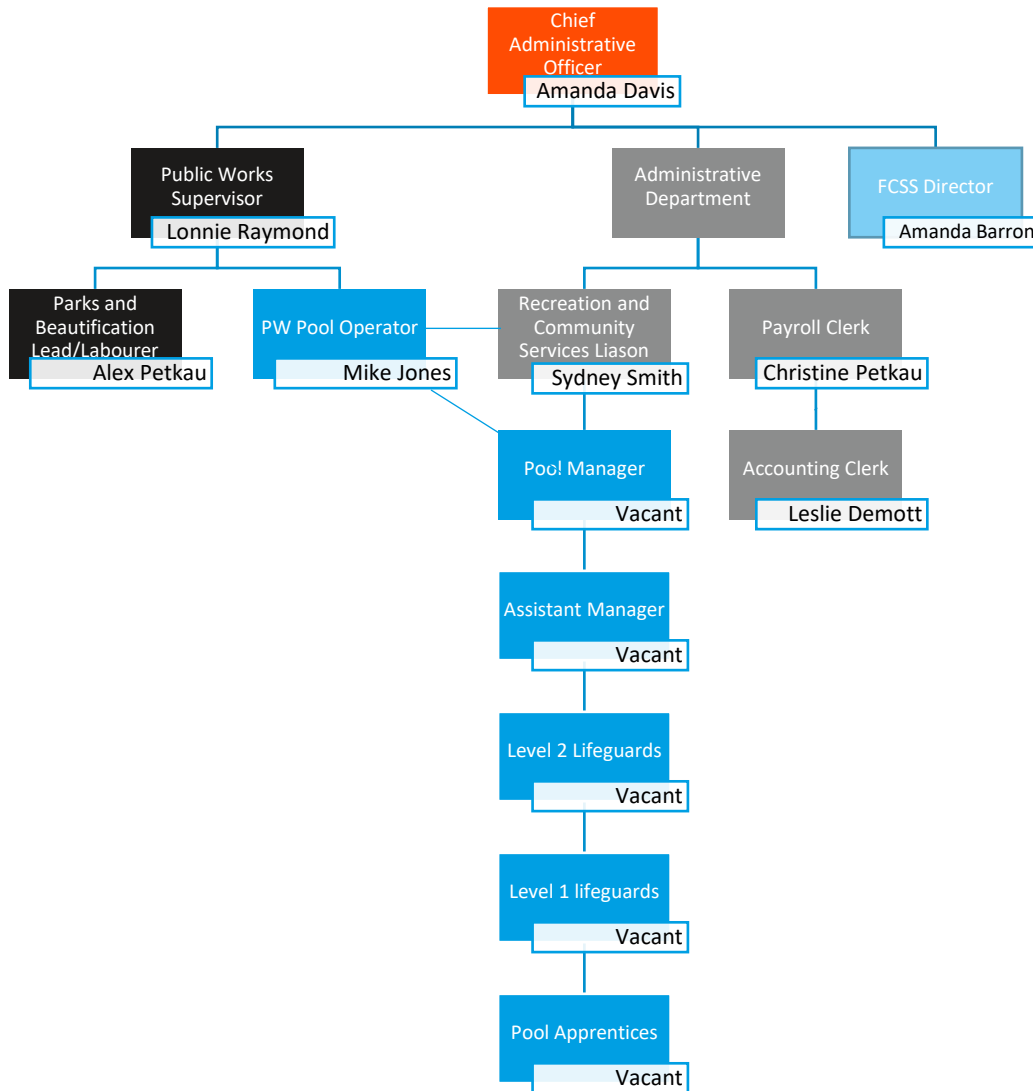
The Pool Apprentices are required to maintain a professional level of confidentiality. Privacy and security must be maintained both to protect the sensitive information stored at the facility and the Town's reputation as a trusted governing body.

## **Skills and Competencies**

Pool Apprentice(s) must possess the following skills and competencies:

1. Strong written and oral communication,
2. High degree of professionalism,
3. Maintain courteous and consistent communication with the public,
4. Maintain a professional level of confidentiality,
5. Understand and carry out oral and written instructions,
6. Ability to handle monetary transactions,
7. Attention to detail,
8. Organized,
9. Ability to change and adapt,
10. Ability to follow instructions,
11. Trustworthy and honest, and
12. Have a willingness to learn.

**Organizational Chart and Reporting Pathways**



The CAO will provide direction to the Recreation and Community Services Liaison regarding annual operational priorities. The Recreation and Community Services Liaison will develop operational plans to be implemented by Bassano Outdoor Pool staff.

Under the supervision of the Recreation and Community Services Liaison, the Pool Manager is responsible for managing staff and day-to-day operations of the pool.

The Pool Manager will work directly with Pool Apprentice(s) and will develop a specific list of duties for them. Pool Apprentice(s) are responsible to complete all tasks set out by the Pool Manager.

Pool Apprentice(s) shall report to the Pool Manager if they are unable to complete work duties (E.g. sick) or if they have concerns related to work duties.

**Working Conditions**

<b>Physical Demand</b>	<b>Mental Demands</b>	<b>Environmental Conditions</b>
<p>Pool apprentice(s) shall be handling cleaning chemicals and must take necessary precautions to protect eyes, nose and skin from irritation and infection.</p> <p>Person(s) must be able to crouch, bend, and move around for extended periods of time.</p>	<p>Pool apprentice(s) must be alert and aware in order to respond to patrons concerns and emergency situations.</p> <p>Pool apprentice(s) must follow all processes and procedures provided to them.</p>	<p>Pool apprentice(s) will be working outdoors and must be prepared for all types of weather.</p>

**Key Performance Indicators (KPI's)**

Key performance Indicators is a tool that is used to ensure employee tasks are completed to meet organizational outcomes. KPI's are part of an individual's basic job requirements.

To be successful in this position, the delegated authority must perform at a minimum the following duties.

<b>Task</b>	<b>KPI</b>	<b>Outcome/Comments</b>
Janitorial Duties	<ul style="list-style-type: none"> <li>▪ Complete daily cleaning of the changerooms, joint use facility, and pool office.</li> <li>▪ Assist lifeguards with any cleaning if time permits.</li> <li>▪ Complete any extra tasks assigned by Pool Manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to posted checklists in Pool Office.</li> <li>▪ All tasks must be completed using the proper cleaning chemicals and methods outlined in Pool Office.</li> <li>▪ Completed tasks must be marked as finished on provided forms. Will learn how to manage time effectively.</li> </ul>
Front Desk Attendant	<ul style="list-style-type: none"> <li>▪ Answer the phone.</li> <li>▪ Take inventory of fridges and freezers. Restock if necessary.</li> <li>▪ Handle monetary transactions with patrons. These include daily admission, swim passes, swimming lessons, advanced swim courses, and concession items.</li> <li>▪ Keep track of daily pool attendance.</li> <li>▪ Register swimmers in Lifesaving Society Swim lessons.</li> <li>▪ Complete any extra administrative tasks assigned by Pool Manager.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Employee will improve communication skills.</li> <li>▪ Inventory must be recorded and given to Pool Manager.</li> <li>▪ Monetary transactions are to be recorded in QuickBooks immediately.</li> <li>▪ Will learn basic functions of QuickBooks.</li> <li>▪ Ensure that swimming lessons forms are filled in properly immediately after receiving payment.</li> <li>▪ Employee will learn how to manage more than one task at once.</li> </ul>

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Emergency Assistance	<ul style="list-style-type: none"><li>▪ Understand all pool emergency procedures.</li><li>▪ Participate in all required training and in-services.</li></ul>	<ul style="list-style-type: none"><li>▪ Will be able to assist lifeguards with emergency situations.</li><li>▪ Will built confidence before progressing to a lifeguarding position.</li></ul>
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Upon signing this document, I \_\_\_\_\_ understand the level of performance and work deliverables expected of this position in 2024 and agree to work to achieve the mutually agreed upon terms. I \_\_\_\_\_ will maintain the confidentiality of this position and my role with the Town of Bassano.

I \_\_\_\_\_ will notify the Pool Manager immediately if I become overwhelmed with the position, or require further direction, support, or guidance.

\_\_\_\_\_  
TBD

\_\_\_\_\_  
Date

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Amanda Davis, CAO

\_\_\_\_\_  
Date

\_\_\_\_\_  
TBD, Pool Manager

\_\_\_\_\_  
Date