



Camp Tanasi *Job Description*

Job Title: **Pool Manager**
Classification: **Exempt**
Reports to: *Program Director*

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

Girl Scout Council of the Southern Appalachians (the Council) is a new Girl Scout Council created as a result of the merger of the Girl Scouts of Tanasi Council, Girl Scout Council of Moccasin Bend and Girl Scouts of the Appalachian Council, Inc. The merger was effective October 1, 2009. The new Council is headquartered in Knoxville, Tennessee, and has satellite offices in Chattanooga, Tennessee and Johnson City, Tennessee. The Council serves approximately 16,000 girls and 5,000 adult volunteers. It has a staff of approximately 70 persons and a budget of approximately \$5 million. The Council serves 46 counties in East Tennessee, Northwest Georgia and Southwest Virginia.

Position Purpose:

To further the mission of the camp through the planning and delivery of activities at the camp's pool that are safe, fun, and appropriate for rising 1st-10th graders. Provide management to the physical operation of the swimming pool's facilities and equipment.

Essential Job Functions:

1. Plan, direct, and supervise a safe and fun swimming pool program
 - ♦ Write (with the help of the swim instructor and lifeguards) lesson plans that meet camp goals.
 - ♦ Evaluate aquatics abilities of campers and staff.
 - ♦ Deliver creative pool program activities.
2. Train and supervise pool staff
 - ♦ Assist in the planning and implementation of staff training.
 - ♦ Train pool and counseling staff in their pool responsibilities.
 - ♦ Supervise pool staff to provide a safe and high-quality program.
 - ♦ Supervise the pool staff evaluation process.
 - ♦ Implement the scheduling of pool staff.
 - ♦ Directly supervise other aquatic staff.
3. Manage the physical facilities and equipment in the pool program area
 - ♦ Set up pool area prior to and during staff training.
 - ♦ Teach and monitor proper use of equipment.
 - ♦ Conduct initial and end-of-season inventory, and store equipment for safety.
 - ♦ Check equipment, and make (or file for) repairs.
 - ♦ Conduct a daily check of equipment for safety, cleanliness, and good repair.
 - ♦ Submit orders for equipment and supplies when needed, ensuring timely arrival of materials.
 - ♦ Survey pool area daily, and keep the area free of hazards and debris.
4. Participate as a member of the camp management team to plan, direct, and supervise evening programs, special events, overnights, and other all-camp activities and camp functions
 - ♦ Work with Program Director and Pool Staff to develop a program curriculum, awards programs, and leadership programs.
 - ♦ Assist in the planning of any special events on or near the pool.

- ♦ Participate in management and staff meetings.

Other Job Duties:

- ♦ Participate enthusiastically in all camp activities, planning and leading those as assigned.
- ♦ Work Saturday, June 23 during the summer camp season to assist with a council-wide special event.

Relationships:

Pool Directors often have direct relationships with the maintenance staff in terms of facility and equipment needs including swimming pool filter systems, etc. The health care and emergency plan outlines the relationship between the health care staff and the Pool Director and the pool staff for emergency management and care.

Equipment Used:

The swimming pool has a range of 3 feet deep to 9 feet deep with lane lines. Beginner swimmers are regulated to the shallow end and intermediate and advanced swimmers are allowed to enter the deep end after taking a short swim evaluation. There are no diving boards. Goggles, kickboards and pool toys are allowed in the pool after all swim evaluations have been conducted.

Qualifications (Minimum qualifications and experience)

- ♦ At least 21 years of age.
- ♦ Previous experience in residential camping.
- ♦ Current certification in first aid and CPR for the professional rescuer.
- ♦ Current certification in Lifeguarding.
- ♦ Prior experience in the development and delivery of recreational programs.
- ♦ Experience in supervising others especially peers is desirable.

Knowledge, Skills, and Abilities:

- ♦ Training and experience in a variety of program activities offered at the camp.
- ♦ Ability to schedule and supervise staff.
- ♦ Desire and ability to work with children outdoors.

Physical Aspects of the Position:

- ♦ Ability to communicate and work with groups participating (age and skill levels) and provide necessary instruction to campers and staff.
- ♦ Ability to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
- ♦ Ability to observe staff behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate management techniques.
- ♦ Visual and auditory ability to identify and respond to environmental and other hazards related to the activity.
- ♦ Physical ability to respond appropriately to situations requiring first aid. Must be able to assist campers in an emergency (fire, evacuation, illness, or injury) and possess strength and endurance required to maintain constant supervision of campers.

Some physical requirements of this position could be endurance including prolonged standing, some bending, stooping, and stretching and the ability to lift up to 50 lbs. Requires eye-hand coordination and manual dexterity to manipulate program equipment and activities. Requires normal range of hearing and eyesight to record, prepare, and communicate appropriate camper and staff activities/programs. Willing to live in a camp setting and work irregular hours delivering program in the facility available. Operate with daily exposure to the sun and heat and varying water conditions.

Drug Testing is required.