



MISSISSIPPI BAND OF CHOCTAW INDIANS RECREATION DEPARTMENT



P.O. BOX 6008
CHOCTAW, MS 39350

PHONE: (601)650-1558 • FAX: (601)663-7502



JOB ANNOUNCEMENT

JOB: Swimming Pool Manager (7 positions)
#333033- Bogue Chitto
#333034- Bogue Homa
#333035- Conehatta
#333036- Crystal Ridge
#333037- Red Water
#333038- Standing Pine
#333039- Tucker

SALARY: \$11.00 Hourly

OPENING DATE: MARCH 24, 2023 **MAR 24 2023**

CLOSING DATE: APRIL 07, 2023 OR UNTIL FILLED

TYPE OF EMPLOYMENT: Temporary

SUPERVISOR: Assistant Director-Pool Coordinator Director

GENERAL DESCRIPTION OF POSITION:

The Swimming Pool Manager is responsible for the day to day administration of the pool facilities and all related activities. This will include the scheduling and supervision of the head lifeguard, lifeguards, maintenance and concession personnel. The Pool Manager may also be responsible for providing lifeguard training and may teach swimming lessons.

RESPONSIBILITIES:

1. Day to day maintenance and operation of all swimming pool facilities and all related equipment.
2. Organization of swimming pool activities.
3. Scheduling and supervision of swimming pool personnel including head lifeguard, lifeguards, swimming instructors, maintenance, and concession staff.
4. Maintenance accurate financial records and delivery of all monies received to the Tribal Finance Office.
5. Provision of lifeguard and swimming instructor aide training.
6. Ensure that Pool Rules and Tribal Policies are adhered to by all patrons.

DUTIES:

1. Ensure that the pool, deck and support facilities are cleaned on a daily basis.
2. Ensure that the appropriate chemicals are added to the water each day and maintained at proper levels.
3. Maintain a daily log on pool maintenance, attendance and report any concerns for safety or equipment problems to the Pool Coordinator.
4. Approve scheduling on pool personnel.
5. Oversee concession sales and security arrangements.
6. Maintain daily ticket sale records.
7. Ensure that all staff comply with approved cash handling procedures.
8. Night and weekend work may be required.
9. Other Duties as assigned by the Pool Coordinator.

QUALIFICATIONS:

1. CPR for the Professional Rescuer or equivalent certification is required. If not already certified, applicant must be willing to complete training.
2. Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) certification is preferred. Other aquatic certification will be considered.
3. Lifeguard Instructor (LGI) or Water Safety Instructor (WSI) certification is preferred.
4. Pool manager experience or other supervisory experience preferred.
5. Ability to work and communicate effectively with staff and patrons.
6. High School Diploma or GED is required.
7. Prefer that the applicant resides in or near the host community.
8. Valid driver's license and automobile liability insurance is required.
9. Must be submitted to background check pursuant to public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990.

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians. Native American Preference, Section II, (A), Have been revised and approved as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained or upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a waiver of Native American Preference has been secured from the committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Indian Preference can only be exercised by the committee on Human Resources, Training and Development. The committee will exercise its discretion to do so only when a motion is made by a committee member to support such a waiver and the committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this policy, can be made by the committee only for as long as the person who is granted this waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings for which the person

who is granted the waiver may request a promotion or transfer for, or apply for. The committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch Supervisors, and has no right to direct, demand, or coerce any Executive Branch Supervisor or personnel that any specific applicant other than the one for which the waiver is sought, be employed. Supervisors who do not follow the Native American Preference Policy are subject to disciplinary action up to termination.

IF INTERESTED, SEND APPLICATION TO:

MISSISSIPPI BAND OF CHOCTAW INDIANS
HUMAN RESOURCES
P. O. BOX 6033 CHOCTAW BRANCH
CHOCTAW, MS 39350