

# Strattonwood Swim Club Job Description

**Position: Pool Manager - Summer 2021**

**Duration: May – early September (Labor Day)**

## **Position Overview:**

Oversee and manage staff for a member-owned, seasonal, outdoor swimming pool. Pool opens in mid-May and closes Labor Day weekend. The ideal Pool Manager will have prior pool, lifeguarding and swim instructor experience, strong water safety skills, excellent communication as well as management/leadership skills. This position will report to the Personnel Director.

## **Job responsibilities:**

- Hire lifeguards for the season with the Personnel Director.
- Schedule all staff necessary to safely run the pool with regards to pool hours.
- Supervise, train, and mentor pool staff ensuring all staff are trained before and throughout the season. Handle performance issues as they arise. Review and submit timekeeping information for payroll.
- Manage member reservation system and schedule.
- Plan and facilitate in-service training as required, including COVID-19 training.
- Provide onsite management.
- Ensure all employment policies and pool rules are followed.
- Provide assistance to members when appropriate. Ensure Covid-19 protocols are in place and being followed.
- Provide basic pool chemical management; coordinate repairs with the maintenance team; manage and maintain chemical inventory.
- Administrative tasks including new hire paperwork, completion and review of chemical and injury logs, supplies and first aid management for both the office and general pool, etc.
- Lifeguarding, as needed.

## **Job Requirements:**

- Current and valid lifeguard certification preferred
- Current first aid and CPR certifications required
- 3+ years lifeguarding and swim instructor experience preferred
- Leadership/supervisory experience preferred
- Strong communication and organizational skills are required
- Ability to lead a team of people
- Must successfully complete a background check
- Flexible schedule preferred; some onsite management during open swim will be required. Approximately 20 hours per week.

**Salary: \$20 - \$33/hour depending on experience**

Please send resume or questions to Sarah Stone, Personnel: [strattonwoodpersonnel@gmail.com](mailto:strattonwoodpersonnel@gmail.com)