

# GREGORY SEAHURST SWIM CLUB MANAGER JOB DESCRIPTION

The Club Manager is hired by the board to direct operation of the swimming and tennis club. The manager is responsible for all daily activities necessary to insure a smooth operation to the facility. These activities can be grouped into the following areas:

## Employee Supervision

The Club Manager will supervise the entire club staff. The manager will hire and train the swim instructors, lifeguards, office staff and maintenance workers to staff the club as provided for in the club budget with final approval by the Officers of the Club. The manager will be responsible for scheduling swim, diving & tennis lessons.

## Physical Plant Operation

The Club Manager, along with the staff and/or Assistant Manager, will be responsible for servicing the pool equipment, making minor repairs and obtaining major repair service estimates as necessary to maintain safe and proper pool water quality and generally be responsible for preparing the club to open in the spring and to close in the fall. The Board Vice President will assist with work planning and any major equipment problems.

## Club Activity Support

The Club Manager will work with the staff to prepare for club activities such as team meets and social activities by arranging necessary physical facilities and staffing. The Club Manager will be present at all major events unless excused by the Board.

## Expenditures

The Club Manager will be authorized to commit and expend funds for the materials and supplies necessary to the operations of the facilities as provided in the club budget and with in the limits and restrictions established by the Club Board.

## Time Requirements:

The club manager is expected to work approximately 10 hours per week for the weeks when school is in session. During non-school weeks, the club manager is expected to work approximately 20 hours per week. The times and shift will be

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arranged with the Pool Board but must include at least one evening shift and one weekend shift per week. Hours will be posted for the Club Manager one week prior so a club member will know when the Club Manager will be on site.

## Work Environment:

The club manager is required to work a schedule with varying hours (early mornings, nights and weekends). Work is often performed outside in prevailing weather conditions. Must be able to walk or stand for extended periods of time. Must be able to lift heavy objects and move heavy equipment. May be required to handle or work with toxic / hazardous substances. Must exercise good judgment and act responsibly in life-threatening situations.

## Minimum Qualifications:

Position requires a minimum of 4 years of increasingly responsible lifeguard experience (as a qualified lifeguard) or pool manager experience. Work history must also include at least 2 years supervisory experience. A combination of education, training, or other related work experience may be considered.

## Required Licensing & Certification:

1. American Red Cross First Aid Certification
2. American Red Cross CPR OR Red Cross Basic Life Support for the Professional Rescuer.

## Optional Licensing and Certification:

1. Pool Operator Certification (GSSC will reimburse course fee upon successful completion).
2. American Red Cross Certificate Water Safety (swim lesson instructors).
3. Northwest Lifeguard Test Certification.
4. Red Cross Advanced Lifesaving Certificate OR Red Cross Lifeguard Training Certificate.

*All certifications must be current and on file prior to the 1<sup>st</sup> day of employment.*

## SEASONAL BREAKDOWN – GSSC MANAGER

### Preseason (March thru mid May)

1. Hiring & training of staff – guards, office, maintenance, aides, instructors, snack shack.
2. Obtain completed W-4 forms from all staff members.
3. Preparing work schedules, job duty lists, meet with board to set wages.
4. Prepare club for opening
  - a. "Reverse" winterizing jobs
  - b. Arrange for start up of boiler system
  - c. Clean/vacuum pool
  - d. Order chemicals and set up delivery dates
  - e. Order cleaning/janitorial supplies
  - f. Heat pool to 84 degrees and balance chemicals
5. Other duties as designated by the Board.
6. Prepare grounds and work with 2 spring maintenance parties in coordination with the Board Vice President.
7. Start garbage service.
8. Stock office – office supplies and first aid.
9. Arrange for servicing of fire extinguishers, boiler and pump.

### In Season (Mid May thru Mid September)

1. Oversee staff and be responsible for all discipline.
2. Set up and break down pool for swim and dive meets.
3. Schedule pool parties – private, non-club sponsored
4. Public Relations
  - a. Inform non-members of parties at pool – written letter to neighbors
  - b. Photo board – staff & board members
5. Lessons
  - a. Posted for members and publicized to non-members in area
  - b. Deal with credits, half sessions, member's priority over non-members
  - c. Schedule times
6. Personnel- review and approve time cards and employee files, distribute paychecks
7. Enforce all Club rules and by-laws, report to Board on necessary basis
8. General Maintenance
  - a. Manage day to day maintenance activities
  - b. Report extraordinary activities to Board Vice President
9. Provide written report to Board for monthly meetings, attend as requested.
10. Maintain chemical levels & order chemicals as needed

Post Season (Mid September thru February)

1. Winterize facility in coordination with the Board Vice President (see list).
2. Maintain winter chemical levels & order chemicals as needed.
3. Physically check property 2 times every month
  - a. Break ice when needed
  - b. Watch for vandalism
  - c. Check and clean filter system, verify filter system operates properly
4. Schedule winter maintenance workers to clean grounds as required.
5. All employee files, pool records, correspondence and forms (electronic and paper) must be turned over to Board Secretary.