

**Gregory-Seahurst Swim Club**

**Manager’s Job Description**

**General Functions of the Manager**

Hired by, and under the direction of the board, the manager coordinates and supervises the daily operation of Gregory-Seahurst Swim Club. This is to include all operational aspects of the facility and property, as well as the supervision and oversight of the entire club staff.

**Work Environment for Club Manager**

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

**Required Licensing and Certification**

1. American Heart Association or American Red Cross First Aid
2. American Heart Association or American Red Cross CPR w/AED

**Optional Licensing and Certification**

1. Certified Pool Operator (CPO) and/or Aquatics Facility Operator (AFO)
2. American Red Cross Lifeguard
3. American Red Cross Water Safety Instructor (WSI)
4. Northwest Lifeguard Test

**Primary Activities:**

**Staffing and Employees**

The manager is responsible for hiring all staff necessary to adequately staff the club for the season. The manager will work closely with the board to determine the proper staffing levels to safely and efficiently operate the club. Staffing levels will be ultimately be governed by programmatic needs of all club activities, and which fall within the approved budget.

The work schedule for all employee positions is the sole responsibility of the manager, and employees will be given work hours based on position, seniority/experience and overall performance. The manager has the authority to increase/reduce hours based on employee performance. The manager also has the authority to make employment status changes (including termination) *during* the season, as deemed necessary. Any employee terminations will be presented to the board for final approval.

The manager will ensure that all employees have the correct and current certifications for their positions (e.g., Lifeguards), and the manager will also ensure that copies of certifications are on file at the club and readily available for review.

**Facilities and Grounds**

The manager is responsible for the overall physical operation of the entire club and all related maintenance tasks and activities. The manager will ensure that all aspects of the club/pool are operating in a safe and clean manner, and abiding by any and all federal, state and local regulations. Basic water quality and pool chemistry is the responsibility of the manager, and they will maintain proper records as required by regulation.

The manager will also create a maintenance schedule that ensures the entire club grounds are maintained and cleaned at regular intervals or as dictated by use.

The manager will work closely with the Board Vice President (facilities) in carrying-out the overall facility needs. They will also work closely to properly prepare the club for season opening and to ensure the facility is closed-down for the season.

**Club Activity Support**

The club manager will work closely with the club staff in preparation of all club activities, such as team meets/events, as well as social functions. For team activities, the manager will work closely with the team/youth coordinator and coaches to ensure events are adequately prepared for, and that the club is ready to host visiting team(s).

**Expenditures/Finance**

The club manager will be authorized to commit and expend funds for the materials and supplies necessary for the operation of the facilities and programs, as provided by the approved annual budget, and within the limits and restrictions established by the club board. All expenditures outside the norms of the approved budget shall be approved by the board.

The manager will work closely with the Accounts Receivable board member, as well as the Board Treasurer, to ensure all AR and employee-related AP matters are properly accounted for.

**Time Requirements and Hours**

The manager is expected to work approximately 10 hours a week during the pre-season and post-season schedule (when school is in session). During the regular season schedule, the manager is expected to work approximately 20 hours per week. The times and schedule will be arranged and agreed upon by the manager and board, however the manager is expected to include at least one evening and one weekend shift per week. During peak hours, and when occupant loads for the deck and pool are expected to be high (e.g., hot weather, etc.), the manager is expected to be present to facilitate any increased staffing and to handle all operational needs.

It is also expected that, during special, pool-related events (swim meets, etc.), that the manager be available to assist and support the operational needs of the event, and ensure that the facility is adequately staffed and maintained. The manager and the event lead (teams coordinator, social chair, etc.), along with all necessary support staff/personnel, will work cooperatively to ensure the event is properly planned for and executed.