

# **Holiday Swim Club**

## **Pool Manager Job Description**

### **ESSENTIAL FUNCTIONS:**

Oversees and supervises the daily operation of the grounds, building, pool and aquatics staff to ensure safety, efficiency for the benefit of the members of Holiday Swim Club's members and guests.

Performs and/or schedules all water tests, filter cleaning and adds necessary chemicals to ensure properly balanced, sanitized water quality. Works with life guarding staff to perform facility maintenance.

Schedule and facilitates staff meetings to review rules, trainings, duties, skill levels and facility operations. Prepares and verifies employee work schedules, reviews timecards for accuracy. Performs regular scheduled life guarding duties, if necessary.

Works with board liaison to prepare and organize swimming lessons roster. Provide direction and coaching for swim instructors. Monitors all swim lesson classes daily for accuracy and consistency. Communicating with parents on class particulars.

Handles complaints and concerns shared by pool members in a diplomatic manner, and/or refer complaint to the Board Members when necessary.

Keeps an accurate inventory of chemicals and supplies; purchases needed supplies before and during the swim season to ensure a safe, well-equipped facility while staying within a set budget.

Completes facility safety checks and ensures that all safety equipment is stored properly. Maintains daily records, including incident and accident reports, water quality, and maintenance.

### **KNOWLEGE, SKILLS and ABILITIES:**

- Ability to successfully supervise, evaluate and train staff.
- Rescue, lifesaving, and first aid and cardiopulmonary resuscitation (CPR) skills related to a swimming pool environment.
- Be thoroughly familiar with all pool rules and policies, swimming skills and water safety.
- Possess a knowledge of pool maintenance, including maintenance of proper water chemical levels, pump and filtration systems.
- Exhibit strong customer service skills.
- Follow written and oral instructions.
- Supervise, train, and evaluate employees in lifeguard, rescue, swim and water safety instruction, swim lesson instructions and pool maintenance skills.

- Set and monitor employee work schedules and attendance records.
- Ability to maintain required reports and records as required.
- Recognize and respond quickly in an emergency, including the ability to discern sounds and visual cues of an emergency nature against a distracting background of normal noise and physical activity.
- Perform rescue, first aid, and CPR functions in an emergency.
- Prepare written incident reports.
- Lift objects over 50 pounds.
- Effective communicator.
- Must currently hold or be able to obtain a CPR Certificate, First Aid Certificate and Lifeguard Training Certificate.