

Woodridge Swim Club

Manager

Requirements:

- Minimum 5 years and/or 1000 hours of previous lifeguard experience.
- Current Lifeguard, First Aid, and CPR certifications.

General Responsibilities:

- Promotes excellent public relations with all member and non-member pool patrons.
- Assists the Board of Trustees in recruiting and retaining members.
- Ensures and abides by government regulations including Department of Health codes.
- Oversees all pool functions including general use, swim team, swim lessons, and private rentals.

Preseason duties:

- In cooperation with the Board of Trustees, develops the structure of the pool staff and hires staff members.
- Prepares appropriate paperwork and files.
- Ensures that all staff members have current Lifeguard, First Aid, and CPR certifications.
- Provides all staff members with their respective job descriptions.
- Has all lifeguards sign the expectation contract and explains this document to them.
- Collects W-4 forms from all staff members.

Season duties:

- Creates lifeguard schedules on a monthly basis.
- Holds bi-weekly in-service meetings.
- Officially evaluates all lifeguards once per month and provides a formal evaluation at the end of the season.
- Supervises the overall maintenance of the pool facilities.
- Fully responsible for ensuring all daily pool opening/closing requirements are met.
- Keeps all office paperwork updated and available.
- Keeps all maintenance supplies, bathroom supplies, and concessions in stock.
- Coordinates the scheduling of pool rentals and private parties.
- Coordinates all pool activities working with the Head Coach and Head Instructor.
- Attends all Board meetings and prepares a report for the board monthly.
- Ensures that all office records are completed, including member sign in sheets, daily duties, hourly tallies, and chemical logs.
- Approves staff time sheets.
- Ensures that all members have the Permission for Child to Swim Unaccompanied and Emergency Consent Form on file.
- Ensures that all members have paid dues.
- Regulates guest usage and ensures that guest fees are paid.
- Oversees all daily monetary transactions and ensures that daily profits are given to the bookkeeper.

Postseason duties:

- Completes thorough evaluations for each lifeguard; conducts the guard meetings.