



## **DUNN LORING SWIM CLUB**

### **Job Description**

### **POOL MANAGER**

***Application deadline: February 14, 2021***

The Pool Manager reports directly to the Pool Supervisor who reports to Personnel Committee and/or Members of the Board of Directors. The Board of Directors reserves the right to dismiss an Assistant Pool Manager at any point during the season.

Pool Managers must be certified in the following before their first day of work: *Pool Operators Permit and Lifeguard, CPR and First Aid Certifications.*

As a Pool Manager, you will be expected to work with and support the Pool Supervisor in support of the following:

- Promote safety for all members and guards at all times.
- Read and follow the Dunn Loring Swim Club Employee Handbook;
- Read, follow, and enforce the Dunn Loring Swim Club Code of Conduct;
- Work with the Pool Supervisor to ensure that all lifeguards have up to date certifications;
- Coordinate with the Pool Supervisor and the Personnel Committee a pre-season kick off meeting for guards and staff to review roles & responsibilities and build a sense of team;
- Understand that rules pertaining to lifeguards also pertain to Pool Managers, such as participation in Red Man Drills, private lessons, etc;
- Be on time for your scheduled shift;
- Enforce and follow all pool rules;
- Administer CPR and/or First Aid as necessary; Perform and support rescue from water as needed;
- Oversee chemical readings, order chemicals as needed, maintain chemical logs and dispense chemicals following proper procedures as required;
- Ensure cleanliness of pools and pool grounds;
- Help organize and implement staff trainings;
- Ensure that all guards are tested (red man drills) at least twice during the season;
- Help oversee the administration of patch tests;
- Help to maintain and keep abreast of "Managers' Notebook" used by Managers 'On Duty' to convey shift reports to one another;
- Work with the Pool Supervisor to compile mid-season and end-of-season performance reviews on lifeguards;
- Help to supervise the set-up and take-down of the pool for swim/dive meets and social events;
- Support staff performance and report any issue to the Pool Supervisor or to the Personnel Committee;
- Report any maintenance issues to the Pool Supervisor and record in the maintenance log;
- Assist Pool Supervisor in providing a monthly maintenance issue report to the Personnel Committee to be reviewed at the monthly board meeting;
- Help to organize screening and oversee group swim lessons;
- Interact with all members and lifeguards in a professional and courteous manner;
- Supervise or support Snack Bar staff as directed;
- Agree to drug testing if requested;
- Other duties as assigned.

It is highly encouraged that Pool Managers work lifeguard shifts on an as-needed basis to demonstrate to other lifeguards exactly how and what lifeguards need to do when on duty.

As a Pool Manager at Dunn Loring Swim Club, you are required to wear the approved Dunn Loring Swim Club lifeguard suit. You **must** wear your approved lifeguard suit and/or shirt at all times while on duty. A lifeguard whistle will be provided for you which **must** be worn while in the lifeguard stand.

As a Pool Manager at Dunn Loring Swim Club, you may request a maximum of one week's (unpaid) vacation which must be approved by the board three weeks in advance of the requested vacation date(s). You are expected to work until the end date indicated on the contract offered to you.