

Northwood Park



Swim Club

Northwood Park Swim Club - Job Description

TITLE: POOL MANAGER

GENERAL DESCRIPTION:

Responsible for the operation of Northwood Park Swim Club and staff.

REPORTS TO: President of Board of Directors

SUPERVISES:

All personnel (paid and volunteer) providing service to the grounds, pool, pool members and pool users.

ESSENTIAL FUNCTIONS:

Oversees and supervises the daily operation of the grounds, building, pool and aquatics staff to ensure safety, efficiency and competent performance for the benefit of the members of Northwood Park Swim Club 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.

Prepares and verifies employee work schedules, reviews and prepares time cards to ensure correct payment to employees.

Schedule and facilitates staff meetings to review rules, duties, skill levels and facility operations.

Works with board liaison and swim team coach to prepare and organize swimming lessons and swim team schedule.

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

Maintains daily records, including incident and accident reports, water quality, maintenance, and membership usage.

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 insures that all safety equipment is stored properly.

Performs regular scheduled life guarding duties, as necessary.

KNOWLEGE, SKILLS and ABILITIES:

- Ability to successfully supervise, evaluate and train staff.
- Rescue, life saving, 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, 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 situation, 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 situation.
- Prepare written incident reports.
- Lift objects over 50 pounds.
- Effective communicator.