

Swimming Pool Manager

Reports to: Progressive Pool Management as well as to the Pool Board\Officers.

Hours/Schedule: Seasonal position occurring from May – September. Approximately 30 hours per week. This is a working supervisory position requiring weekend and holiday work.

Required Certifications (*must be current*): Swimming Pool Operators Certification and Red Cross or equivalent Life Guard certified.

Working Conditions: Extreme weather conditions and working with chemicals are factors in this position.

Physical Requirements: Manual labor is required. Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders.

The Manager is responsible for the daily operations of the swim club. Must be friendly, maintain a positive relationship with and support the initiatives of the Board of Directors, Members and Staff. Responsibilities include but are not limited to enforcing policies and procedures, which ensure safe, efficient and effective operation of pool facilities including personnel management and training. This employee should have excellent organizational, communication, and public relations skills. Employee should have the ability to express or exchange ideas by means of verbal and written communication as well as the ability to convey detailed or important instructions to other employees and the general public.

General Responsibilities:

- Ensure a safe and welcoming environment for all members and staff.
- Ensure that the facility remains Covid -19 compliant as determined by the State of Delaware.
- Respond to first aid problems including creating and reporting on incident reports
- Maintain discipline at the swimming pool facility and supervises all staff enforcing staff policies and rules

Personnel Management Responsibilities:

- Set a positive example for the rest of the staff to follow
- Ensure lifeguards under his/her direct supervision are properly trained in their duties both on and off the stand.
- Facilitate monthly training & safety meetings for all lifeguards under his/her direct supervision
- Report hours, days, & time worked for all employees under his/her direct supervision.
- Prepare all work schedules for lifeguards

Facility Responsibilities:

- Daily pool chemical analysis and application
- Ensure proper operating condition of all equipment
- Track pool attendance, balance cash drawer, & bring money to the treasurer for deposit
- Keep maintenance log up to date when a repair is performed on the pool or facility
- Maintain a clean facility.
- Schedule events held at the pool at times other than the regularly scheduled hours
- Ensure facility is secure at closing by checking all gates and doors