

JOB DESCRIPTION

Position: Pool Manager

Department: Pool

Reports To: Club Manager

FLSA Status: Exempt

Date Prepared: January 2019

Job Summary: Manages all coordination of pool personnel and pool activities. Supervises safe, clean and appealing club swimming facilities. Serves as head coach for the Junior Swim Team.

Duties/Responsibilities:

- Supervise swimming instructors, competitive teams, lifeguards, pool members, pool parties, and other activities.
- Responsible for the security of the pool.
- Coach swim team.
- Supervise operation of filtration system and health requirements of chlorination and PH acidity levels in the water.
- Submit pool chemical needs to the Facility Manager at least 1 week in advance.
- Direct cleaning of the pool and upkeep of all pool equipment and facilities, pool chairs, diving boards, showers, locker rooms and pool office.
- Generally oversee all pool operations and personnel and coordinate any pool activity during or after official Club hours.
- Maintain correct payroll records and schedules.
- Register members at pool and charge for all guests and lessons.
- Provide necessary orientation and training for staff.
- Enforce club rules of safety and conduct.
- Be constructive in discipline, helpful in criticism, and enthusiastic in compliments.
- Maintain and keep all necessary records concerning pool attendance, pool chemicals, accident reports, schedules, time cards, etc.
- Attend Sports Committee meetings.
- Perform other duties as prescribed by management.

Qualifications/Requirements:

Must be certified lifeguard and certified in first aid and lifesaving courses. May be expected to have passed certain local first aid and swimming requirements. Working knowledge of pool design and maintenance details. Must be able to plan, promote, and follow through with programs, and be able to test pool attendants for competence. Good communication and people skills required. Must have a minimum of 4 years experience in related position.

Supervises: Lifeguards, Swim Team Coaches

I have received a copy of my job description and understand my responsibilities:

Signature

Date