

JOB DESCRIPTION

POOL MANAGER

Ashby Recreation Association

Ashby Recreation Association, Inc. owns and operates an outdoor pool and recreation facility in Bridgewater, Virginia. The pool opens on Memorial Day weekend and closes on Labor Day. This is a private facility owned and maintained by its members and governed by a board composed of pool members. Presently, there are approximately 250 member families.

The qualified Pool Manager will perform a variety of duties in planning, scheduling, pool maintenance and operations, communicating with the board and members, and above all, have enthusiasm for making the pool a safe and fun place for the community.

The Pool Manager has overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, communications and leadership duties. Additionally, the Pool Manager must be engaged with the members and guards. In order to successfully accomplish these duties, the Board of Directors has established that the Pool Manager is expected to work a minimum of 60 hours per payroll (a 2 week period) with a minimum of 25 hours per week being on-site. It is expected that the on-site hours be spread over 5 or more days of each week to ensure adequate interaction with as large a cross-section of members and employees as possible. With some flexibility, it is also expected that the hours on-site are during “peak” usage times, during times where less experienced guards are on duty or other special events. In addition, the Pool Manager is required to be on-site (unless otherwise approved by the BOD) for: opening day-at least several hours upon opening, Memorial Day during member event portion, July 4th during the member event and Annual meeting time, Labor Day during the member event portion and Closing day at least during the final 2-3 hours.

Detailed duties include:

Managerial / administrative

- Hire and terminate the lifeguard, operations and Anaconda Grill staff
- Ensure all state and federal forms are complete for staff (tax forms, work permits, etc.)
- Manage and oversee the collection of daily fees in accordance with established board policies
- Manage and oversee lifeguards: train staff on daily procedures, safety procedures and customer service; prepare schedule for lifeguards; hold monthly staff meetings; advise and coach lifeguards and evaluate them at the middle and end of the season; monitor timesheets weekly and submit for payroll processing biweekly
- Manage and oversee the grill: train staff on daily procedures, safety procedures and customer service; monitor and maintain food inventory, prepare schedule for Anaconda Grill; hold monthly staff meetings; advise and coach grill employees and evaluate them at the middle and end of the season; monitor timesheets weekly and submit for payroll processing biweekly; purchase supplies for the grill
- Manage and oversee the operations staff to ensure the facility is operating within normal limits; train staff on maintenance procedures, safety procedures and customer service; prepare schedule for operations staff; hold monthly staff meetings; advise and coach operations staff and evaluate them at the middle and end of the season; monitor timesheets weekly and submit for payroll processing biweekly; purchase supplies
- Manage swim lessons: establish sign-up process; assess quality of lessons; issue end-of-season progress reports

- Develop and manage budgets related to pool operations including special events, pool rentals, supplies, etc
- Annually review and update employee handbook
- Write a midseason report and submit it to the board at the July board meeting. The report should include incident reports, guard reviews and any recommendations for improved operation of the pool
- Write end-of-season report and submit it to the board at the conclusion of the season. The report should include incident reports, guard reviews, any recommendations for improved operation of the pool and what staff members plan to return for the following season.
- Conduct annual reviews of area pools relative to employee compensation for various positions and make proposals to board sub-committee for changes as need is identified (specifically lifeguards)

Facility

- Ensure preparations for pool opening and closing are assigned and completed ahead of scheduled opening day and winterization of the pool facility (Typically at the beginning of May to the end of September); the board will monitor pumps and chemicals until the pumps are turned off (Typically mid-November)
- Oversee daily maintenance of the pool and restroom facility, including monitoring of pool chemicals, pump, and filters, making recommendations for repairs and capital improvement expenditures, communicate with the board regarding issues and concerns, as well as progress and completion of improvements
- Ensure the guard house and snack shack are kept in an organized and clean manner

Aquatic / safety

- Instill attention to safety with lifeguards as well as with pool members and guests; enforce safety at the pool among both staff and members
- Perform monthly in-services to further develop the staff
- Perform weekly live saves to ensure the staff remains alert
- Coordinate swim lessons for children/adults throughout the summer
- Administer First Aid, CPR, emergency and other safety procedures, as required

Communications

- Communicate regularly with board regarding safety, staff, facility/maintenance, swim lessons, and membership issues
- Communicate with members using appropriate social media outlets (Facebook, Twitter, Broadcast Text alert system, etc.)
- Interact with members and their visitors to create a positive and welcoming atmosphere at Ashby Pool - respond to questions and/or concerns expressed by members or board within 48 hours
- Attend monthly board meetings March through September. The meetings are on the 3rd Tuesday of each month.

Leadership/other

- Schedule, plan and prepare the facility for fun family events such as swim competitions/games, pool parties and other special events
- Create a safe, productive and fun atmosphere for staff and members
- Perform other duties as assigned

Desired qualifications

- Bachelor's degree in Physical Education, Recreation Administration, or equivalent years of experience
- Current Certified Pool Operator in the State of Virginia (Reimbursed by the pool)

- Current certification in American Red Cross lifeguard training, CPR for the professional rescuer, AED, first aid and blood borne pathogens. (Reimbursed by the pool)
- Swim America Program Director certification (American Swim Coaches Association) or Water Safety Instructor (American Red Cross)(Reimbursed by the pool)
- Minimum of two year's experience as a manager of a public or private pool or equivalent setting or experience as an assistant manager - demonstrated skills in employee supervision, experience in supervision of teenagers preferred
- Excellent verbal and written communication skills
- Positive/enthusiastic attitude
- Strong organizational skills

COMPETITIVE SALARY COMMENSURATE WITH EXPERIENCE

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