

VALLEY SWIM CLUB POOL MANAGER JOB DESCRIPTION

The Pool manager reports to the Valley Swim Club Board and specifically to the VSC Operations managers. Job responsibilities, requirements and standard of conduct include:

Job Requirements and Responsibilities

Current Water Safety and CPR certifications.

Oversee the day to day operations of the pool and facilities and special events such as Fourth of July.

Manage the employment of the guards, and maintain fair and equal opportunity relationship with all guards.

Maintain a safe and professional pool environment.

Maintain cleanliness of the pool and surroundings.

Create a master calendar to include swim lessons, pool parties, and daily pool activities.

Develop and implement guard and shack guard work schedules within budget guidelines.

Inventory concessions.

Account for sales of concessions, guest fees, swim lessons and pool parties.

Log member suggestions, complaints for VSC Board review.

Maintain accident report records for members, guests and employees.

Review time cards for accuracy.

Balance cash register drawer daily.

Deliver time cards and deposits to accountant.

Check chemical levels and deliver samples when needed.

Check in members and their guests. Maintain a daily member guest registration.

Sell concessions.

Answer phone and take messages.

Register and collect for swim lessons.

Any other duty as determined by the VSC Board or pool management.

Failure to comply with the above will result in immediate termination.

Employee Signature _____ date _____

VSC Board Member Signature _____ date _____