



# Black Oak Swim Club

## Job Description

<b>Job title</b>	<i>Head Manager</i>
<b>Reports to</b>	<i>Personnel Trustee</i>

### Job purpose

The Pool Manager has overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, concession stand and communications responsibilities, including but not limited to the following duties and responsibilities.

### Duties and responsibilities

#### Managerial/Administrative

- Assist Personnel Board member with interviews and in making hiring decisions for the summer season
- Develop new and returning employee orientation
- Manage and oversee assistant managers, relief managers, swim lesson and tennis instructors, lifeguards and front desk/concession
- Plan and organize workloads and staff assignments for all staff
- Schedule manager meetings every two weeks to discuss current pool issues and concerns and foster continuous improvement
- Advise and coach all staff, and evaluate all staff at the middle and end of the season
- Conduct 2 in-service training sessions with both lifeguard and front desk/concession employees during the summer season
- Monitor time sheets and prepare payroll reports
- Manage swim lessons: Establish sign-up process; Assess quality of lessons
- Write end-of-season report for the Pool Board
- Create a safe and fun atmosphere for staff and members
- Responsible for addressing employee absences and disciplines

#### Facilities

- Assist in preparing pool for opening and closing each season
- Oversee daily maintenance of the pool and bathhouse/ restroom facility, including making recommendations for repairs and capital improvement expenditures, and communicating with the Pool Board regarding issues and concerns, as well as progress and completion of improvements
- Ensure all pump room mechanical equipment continues to operate correctly and water chemistry remains in compliance with Ohio Administrative Code requirements
- Perform water chemistry tests as required
- Perform necessary pump room maintenance when needed, including but not limited to water chemistry adjustments, cleaning wading pool filters, and filling of chlorine and acid pumps. Tasks will be performed on an as needed basis
- Ensure proper documentation is maintained for all required pool operations records

**Front Desk and Concession Stand**

- Oversee all operations of the front desk and concession stand
- Maintain complete and accurate inventories
- Oversee cleanliness and sanitation of stand
- Complete all inventory/order forms accurately
- Provide help and guidance when needed

**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
- Administer First Aid, CPR, emergency and other safety procedures, as required

**Communications**

- Communicate regularly with Personnel Board Member. Head Manager will attend monthly Board Meetings and brief Board on any open items/concerns.

**Preferred Qualifications**

- High School Diploma
- Good organizational and leadership skills
- Previous experience working for a public or private pool; or equivalent setting

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Reviewed:</b>	