

KBGH SWIM CLUB

POOL MANAGER 2012 JOB DESCRIPTION

This is a 35+ hour per week job, with most of the work expected to be done on-site. Work begins just prior to, as well as during, the pool season of May through September. This position reports directly to the V.P./Personnel Board Member and is the direct report for the Head Guard/Assistant Manager.

General responsibilities include the following:

1. Assisting V.P./Personnel director in hiring and firing of guards and subs upon board approval.
2. Maintain written documentation regarding job performances of guards, subs and head guard/assistant manager.
3. Create and maintain guard schedules and snack bar schedule.
4. Responsible for developing and executing Kids Club Program.
5. Oversee daily maintenance of the entire pool area.
6. Work directly with Maintenance Board Members on special projects.
7. Maintain and oversee private party book.
8. Coordinate with snack board member for Sam's Club purchases.
9. Maintain daily membership and pH log.
10. Ensure and maintain overall safety of all guards, subs and members.

Detailed Responsibilities of this Position

- To create checklists for the following responsibilities:
 1. Opening and closing the pool including trash pick-up; lounge chairs and umbrellas put out/arranged/put away.
 2. Bathroom supply and cleanliness check-clean toilets and sinks.
 3. Pick up "lost and found" items and clean out weekly.
 4. Mop floors when needed.
 5. Ensure that the checklists are completed and initialed off by staff.
 6. Kitchen (snack bar) cleanliness check.
- To obtain completed employee paperwork such as:
 1. Sign off on all employee time sheets (head lifeguard can do time sheets as well) and give to the Board treasurer in a timely way.

- To conduct meetings with the guard staff on a weekly basis.
- Maintain communication log with board and employees.
- Attend monthly pool board meetings to address or respond to any issues at hand. Please submit personal agenda one week prior to meeting to board member in charge of personnel.
- Ensure that the training session for lifeguards is executed under the direction of the head lifeguard.
- Determine if the pool should remain open or closed in inclement weather and notify the pool board member upon decision being made.
- To circulate around the pool area throughout the day-
 1. Meeting members to field questions, solicit suggestions and retrieve feedback on pool functions and operations.
 2. Communicating upcoming events.
 3. Use the microphone to announce upcoming events.
 4. Maintain current information on breezeway bulletin boards.
- To make certain that guest passes are issued and records kept on the number of passes as well as swimming band designation per individual. Ensure there is an adequate supply of guest passes on hand.
- To ensure all members, guests and vendors sign in. NO ONE is allowed in the pool without signing in at the sign in station!
- Carry out an approved discipline plan as needed for member violation of pool policies and procedures.

CHILDRENS' PROGRAM:

- To set-up a children's program, recruiting parent volunteers and local businesses (such as Paint Some Pottery, Trexler Game Preserve, Pool Wildlife, police or fire chief visitor, etc); solicit ideas from members (in the past there have been sports days, craft days, and mystery readers); work with Board Social director for assistance.
- Oversee the execution of each scheduled children's activity program. This includes checking the families in, collecting any monies owed, and managing the traffic flow. The program typically runs twice a week for six weeks.

PRIVATE PARTIES:

- Review hours of party and control noise accordingly.
- Ensure parties are staffed with the appropriate number of KGBH employed guards.
- Ensure member has paid deposit and signed the lease prior to the event.
- Maintain a file on all signed leases.

- Forward all completed leases and checks to the Treasurer of the Board in a timely fashion.

MAINTENANCE:

- To oversee general maintenance of pool and pool area.
- Any maintenance item needing immediate attention due to safety or security must be reviewed with Board Maintenance directors to determine course of action.
- A list of maintenance items requiring attention will be kept in the office and reviewed weekly by manager and Board Maintenance directors.
- Work with Board Maintenance directors to compile a list of approved contractors to contact in the event of an emergency.
- The peripheral tasks/responsibilities of this position include:
 1. To maintain supplies for the office and bathroom. The purchasing is done on an as needed basis. KBGH has a club membership at Sam's Club and the manager needs to be an authorized purchaser. This requires a photo taken at Sam's.
 2. To use the guard staff during their "off the chair" time effectively as needed.
 3. To organize office and storage areas to accommodate guards' personal items as well as necessary pool supplies and equipment.

Helpful tips or suggestions for this position:

- Put together a binder of daily and weekly responsibility checklists for guard initializing off and check-off.
 - Maintain a dry marker time chart in the office for messages among the staff- or a communication binder.
 - Consider having a suggestion box at the office for member idea/suggestions/comments/complaints.
 - Keep open communication with Board as well as employees.
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