

Job Description: Pool Manager

Pay: \$15.00/ hour

Seasonal Full-Time (20-30 hours per week)

Position dates: May 26, 2023 – September 4, 2023

The Pool Manager will directly oversee Lifeguard and Gate Guard staff to ensure the daily operations of the pool facilities run smoothly and efficiently. The Pool Manager is the front-line aquatics leadership who ensures we provide safe, clean, family friendly aquatic facilities for Shannondale Mahogany Swim Club residents, guests, and visitors to swim, play, and have fun.

This position directly oversees staff and daily functioning at our seasonal pool. Supervision and guidance for this position is provided by Personnel Directors. Daily hours range from 10am – 9:30 pm, with some slightly earlier or later for special events or trainings.

Responsibilities/Essential Duties:

- Provides direct supervision of lifeguards and gate guards at the facility.
- Assists Personnel Directors with Lifeguard licensure training and ongoing in-service training.
- Creates weekly schedules for staff with the appropriate amount of staff for daily supervision.
- Demonstrates lifeguarding skills, knowledge, and execution to exceed industry standards (willing to be certified in Life Saving, CPR, etc)
- Reacts calmly and immediately to emergency situations and administers proper care. Leads staff in emergency situations.
- May be asked to maintain Lifeguard instructor license.
- Acts as a leader and mentor to staff during day to day operations and lead staff trainings.
- Provides emergency care and treatment until EMS arrives.
- Enforces pool rules at all times, to include any and all Health and Safety requirements as specified by State of Michigan and CDC with regard to Covid-19.
- Supervises Lifeguard 10/20 scanning, vigilance, and standards for test readiness. Pool Manager is required to correct any issues immediately to ensure guest and staff safety.
- Ensures shifts are adequately staffed and the proper number of Lifeguards are covering pool surveillance.
- Acts as a role model for aquatics staff and presents a professional attitude and appearance at all times.

- Completes daily and required documents in a legible and professional manner.
- Leads and assists Facilities Directors with maintenance of pool to provide a clean and safe facility.
- Ensures pool area meets all Health and Safety requirements as specified by State of Michigan and CDC with regard to Covid-19.
- Documents, suggests and assists with disciplinary write ups for aquatics staff.
- Performs and supervises pool maintenance duties including back-washing, regular cleaning of baskets and filters, vacuuming and skimming the pool, cleaning deck and grass areas, emptying trash receptacles, maintaining cleanliness and sanitization of restrooms and changing areas, and caring for the overall cleanliness of the facility.
- Ensures daily chemical, safety, and equipment logs are recorded and maintained (training provided).
- Tests water chemicals and makes appropriate necessary adjustments to chemicals or chemical feeders to comply with health standards (training provided).
- Conducts weekly state-required water testing and transports samples to Kalamazoo Health Department.
- Attends/facilitates regular mandatory staff meetings and in-service trainings.
- Works well with Lifeguards, Gate Guards, and Board Members.
- Ability to work varied shifts, including mornings, evenings, and weekends.
- Assists with special events.
- Makes recommendations to Board Members for changes and improvements in operations, training, staffing, policies and procedures, and other areas. Helps implement any changes.
- Maintains inventory of chemical, emergency supplies, and daily supplies.
- Performs other duties as assigned.

Qualifications:

- Must be at least 19 years of age.
- Must be available to work 20-30 hours per week for duration of regular season.
 - Pool open 5/27/23 - 5/29/23 from 11:00am-9:00pm.
 - Pre-season from 5/30/23, Mon-Fri 4-9pm, Sat & Sun 11am – 9pm
 - Regular season opening 6/9/21, daily hours 11am – 9pm through 9/4/23.
- Previous aquatics experience helpful; Lifeguard experience helpful; willingness to be trained required.
- Previous management or leadership experience preferred, with a minimum of 1 year.
- Ability to react competently, calmly, and effectively and guide staff in emergency situations.

- Ability to maintain knowledge of CPR, Rescue Breathing, First Aid, and all other emergency care and treatment at test ready levels and ensure that staff does same through unannounced drills, ongoing trainings, and direct coaching.
- Ability to work as a leader in daily operations and emergency situations.
- Works well with other staff members of Shannondale Mahogany Swim Club and the public they serve.

Preferred Qualifications:

- Previous swim instruction experience.
- Basic knowledge of pump room operations and preventative maintenance. Additional training will be available.

Join our fun, dedicated team! Applications will be accepted until positions are filled. Please email an application and cover letter to shannondalepersonnel@gmail.com. This is an at-will position, meaning that either SMSC or the individual may terminate the employment relationship at any time and for no reason. SMSC has the right not to hire any of the applicants for the position, or to modify or terminate the hiring process at any time, in its sole discretion.