

Full Job Description

JOB TITLE: Pool Manager

SUPERVISES: Life Guards, Swim Coaches, Pool Staff

REPORTS TO: General Manager/COO

Job Description:

Red Run Golf Club is a private golf club located in Royal Oak, Michigan. RRGC hosts amenities that consists of a championship golf course, fine dining, four tennis courts, four pickleball courts, a fitness center, and an outdoor pool.

We are seeking a highly motivated, enthusiastic Pool Manager. The Pool Manager will create a safe, welcoming and enjoyable environment for Members, guests, and staff. They will provide effective leadership and oversee the daily operations of our pool, swim programs, summer pool activities, and lifeguard staff. They will create a memorable Member experience based on high levels of safety, friendly service, and quality aesthetics.

Job Duties:

Members

- Maintains a courteous and helpful relationship with Members and guests
- Supervises registration of Members and charging of guest fees
- Enforces Club rules of safety, conduct and decorum
- Plans, directs and attends seasonal special events
- Represents the Club in all swim program related activities
- Assists in rendering first aid according to the standards established by the American Red Cross and American Heart Association

Programs

- Promotes, coordinates and assists coaches in the summer swim team program
- Schedules and teaches private and semi-private lessons in a safe and responsible manner.
- Develops program for swim lesson/clinics; dates, class times and fees

Staff

- Hires, trains, supervises and evaluates all pool staff, lifeguards and coaches
- Delegates responsible senior lifeguards to open and close the facility daily
- Holds staff meetings and regular training sessions for lifeguards weekly work schedules and rotation schedules for lifeguards and coaches
- Completes, processes and maintains all pool staff paperwork and payroll in a timely manner

Maintenance

- Oversees daily pool operations to adhere to local and state regulations
- Maintains the pool and surrounding areas in a high standard of cleanliness
- Develops a working knowledge of the pool pumps and chemical feed systems Orders and maintains a sufficient inventory of chemicals and reagents.
- Keeps all required records concerning pool chemicals, pH and chemical levels and accident reports.
- Alerts maintenance department of problems and needs which cannot be solved by current staff
- Contacts commercial pool support when needed for repairs
- Prepares the pool for health department inspection for spring opening
- Closes and winterizes the pool, post season

Off Season

- Develops and communicates swim programs for the next season
- Inventories existing pool safety and mechanical equipment
- Orders supplies and replaces equipment as needed
- Maintains all professional certifications

Education/Qualifications

- Minimum of 2-3 years' pool management experience
- Minimum of 2-3 years of coaching/teaching experience

Certifications

- Nationally recognized training standard for Lifeguards, Lifeguard Instructor and water safety instructor
- Standard First aid and CPR for the Health Care Provider / Professional Rescuer
- CPO and/or LAFT – Pool Operator's License (within 30 days of hire)

Special Requirements:

- Must be able to work a flexible schedule and/or overtime if needed
- Must be able to work weekends and holidays
- Must work well with others as a team and help co-workers when needed
- Must be courteous and tactful at all times

Physical Functions:

- Proficient swimmer and ability to demonstrate most swimming strokes