

HUNTING HILLS SWIMMING CLUB, INC. (“HHSC”)

Job Description Swim Club Manager

This Job Description outlines the duties and requirements for the Swim Club Manager of Hunting Hills Swimming Club for the 2010 summer season, which begins May 23, 2009 and continues through September 7, 2009.

Duties:

1. The pool manager is responsible for the overall operations of the Hunting Hills Swim Club for the 2010 summer season. This includes specifically the operation and management of the pools, the snack bar, any swimming related lessons or classes, and the swim team.
2. The pool manager supervises all life guards and snack bar staff as well as swim instructors and swim team coaches in the performance of their duties.
3. Manages a budget, agreed upon by the Manager and the Board of Directors, that includes the labor costs, pool supplies, office supplies, snack bar purchases, and any maintenance contracts that are required
4. Maintains high standards of pool safety during all hours of pool operations.
5. Ensures that proper chemicals needed for pool operations are on hand and that pool chemical levels are checked on a regular basis.
6. In conjunction with the pool/grounds representative from the Board of Directors, arranges for emergency repairs needed for the safe and efficient operation of the pool.
7. Supervises the life guard and snack bar staff in support of all swim team events, swim lessons, and pool social events.
8. Attends the monthly meetings of the Board of Directors and reports on the current operations, staffing, management, and budget.
9. Maintains appropriate paper and/or electronic files on staff, pool operations, and management procedures so that the Pool Board and future management staff can readily access this information.
10. Prior to opening, the Swim Club Manager will make an accounting of the items needed to safely operate the pool and submit an estimate of the purchase cost for these items to the Board for authorization to purchase immediately or where needed routinely throughout the season.

Requirements

The ideal Swim Club Manager should have Swim Club management experience and must be a certified/licensed pool operator. The individual must have experience working with adolescents and young adults. Public speaking is often required of the Swim Club Manager so the individual must have public speaking experience. The Swim Club Manager must have budgetary experience and be able to present financial information to the board. Formal Management training is a plus.