



# Wexford Leas Swim Club

## JOB DESCRIPTION

<b>Title</b>	Assistant Pool Manager	<b>FLSA Status</b>	Non-exempt
<b>Reports To</b>	Pool Manager	<b>Date Originated</b>	May 2016

**Job Summary:** The Assistant Pool Manager is responsible for working in collaboration with the Pool Manager to oversee operations and activities of the swim club including the pool, grounds, and buildings. The Assistant Pool Manager monitors all areas of the club to ensure adherence to all club policies and procedures as well as the overall safety of members and their guests. The Assistant Pool Manager promptly attends to and thoroughly resolves all emergency situations. Offers good customer service skills to ensure a positive experience by all members and guests.

### Key Responsibilities:

- Promote a safety conscious culture, enforce club safety rules for members, guests and staff
- Monitor pool activities
- Maintain a clean, safe and orderly pool deck, club house, restrooms, and outside grounds
- Assist with club opening and closing
- Inspect facilities regularly and report unsafe conditions/equipment to appropriate parties
- Perform pool water chemistry testing at designated times
- Perform general pool maintenance to include, but not limited to skimming, vacuuming, cleaning tile and deck
- Maintain accurate club logs, reports, and records (e.g., lessons, incidents, water chemistry testing, time cards)
- Promote club activities and events
- Perform diving well and swim proficiency tests
- Promote fun events and activities for children
- Ensure all members and their guests have an enjoyable experience
- Assist members and their guests with questions and obtain clarification from management if unable to answer a question from a member or their guest and personally communicate answer
- Monitor entrance to Club and follow all entrance procedures
- Ensure all members and their guests adhere to club policies and procedures
- Be familiar with the location of all emergency equipment and first-aid supplies
- Attend all mandatory staff meetings and in-service training to include practice swimming, rescue and first aid/CPT skills
- Perform club maintenance activities as needed
- Perform other duties as assigned



## Wexford Leas Swim Club

### Minimum (Required) Qualifications:

- At least 18 years of age
- CPR/FA/AED Certification a plus
- Previous lifeguard and/or pool management experience is preferred
- Energetic, reliable, outgoing and able to follow instruction and exercise discretion
- Professional appearance and demeanor
- Flexible to work days, evenings, weekends and holidays
- Excellent communication skills
- Positive attitude and have the ability to work with a variety of people
- Self-starter, responsible and able to work in a team environment

### Physical Demands:

- Ability to swim, kneel, crouch, squat, climb, stand, sit, balance, reach, bend, push, pull and walk for prolonged periods of times
- Must be able to work for extended time periods in an outdoor environment
- Hearing, vision (close, distance, depth, peripheral, and color), and ability to adjust focus

### Work Environment:

- Outdoor weather conditions with little to no temperature control
- Routinely exposed to the sun
- May be exposed to extreme heat, wind and rain
- Works on uneven and/or slippery surfaces and is periodically exposed to hazardous conditions/situations

**Disclaimer:** The above job description is intended to describe the general nature and level of work being performed by employees assigned to this job. It is not designed to capture or illustrate a comprehensive list of all responsibilities, duties, and skills required of employees assigned to this job.