

## **Position**

Pool Director

### **I. Job Summary**

Create an atmosphere of both safety and enjoyment at the pool and beach areas. Ensure a safe, clean, well-maintained and appealing club swimming facilities at both the pool area and beach.

### **II. Job Tasks**

1. Hires, trains, supervises and evaluates lifeguard staff.
2. Formulates weekly work schedules and rotation schedules for all pool employees.
3. Coordinates with Facilities Director the purchase of pool chemicals.
4. Maintains proper chemical balance in pools and maintains mechanical equipment in coordination with the club's maintenance department.
5. Maintains correct daily payroll records and manages the schedule within budgetary guidelines.
6. Registers members at all pool entrances and charges for all guests, etc.
7. Provides necessary orientation, training and expectations for pool staff.
8. Enforces club rules of safety and conduct by all members and guests.
9. Plans and directs special events in coordination with the Swim Committee.
10. Engage Members and guests while they are at the pool to maximize their enjoyment and satisfaction.
11. Communicates any issues, comments or concerns member-related to the General Manager
12. Represents the club in activities as required.
13. Works with General Manager to monitor operating and staffing budget; takes corrective actions as necessary to assure that budget goals are attained. All overtime must be approved by the General Manager.
14. Maintains and keeps all necessary records concerning pool attendance, pool chemicals, accident reports, lifeguard certifications, etc.
15. Implements pool safety program.
16. Assists in pool opening and closing at the beginning and end of season with the Facilities Director.
17. Provides aquatics-related information for club emails, website and social media outlets.
18. Manages pool area lost and found articles.
19. Proactively manages pool area, including; pool deck, beach, Youth Room, dining areas, lockers and changing rooms for cleanliness.
20. Maintains presence during all pool events.
21. Operates pool and surrounding area in compliance with OCHD requirements; maintains all necessary MSDSs.
22. Attends staff meetings as needed.
23. Performs other appropriate tasks assigned by the General Manager.

### **III. Reports to**

General Manager

### **IV. Supervises**

Lifeguard Staff

**STRONGLY RECOMMENDED QUALIFICATIONS:** Current Lifeguarding/CPR Certification, CPO (certified pool operator or significant experience), familiarity with competitive swim meet format and community

# DIRECTOR DUTIES

## DAILY

### Opening

- Unlock all gates and doors to pool area
- Ensure bottom of pool, gutters are free of leaves and debris
- Ensure deck
- Perform chemical test, maintaining 1-5ppm chlorine, 7.4 to 7.6 pH
- Calibrate Chemtrol system, restock chemicals
- Ensure guards complete all chores on opening checklists
- Start member check-in following swim team practice

### Duration of day

- You are the chief custodian of the pool and beach and must be able to operate independently of maintenance department.
- Must be able to maintain clean premises constantly, and delegate out maintenance tasks, or perform them yourself whenever necessary.
- Interact, socialize with members and addressing any concerns or emergencies, de-escalating situations
- Coordinate non-swim-team lessons by assigning lifeguards to a family
- Ensure guards stick to rotation checklist duties
- Washing, drying, folding towels over the course of the day as necessary

### Closing

- Ensure closing checklist duties are completed by lifeguards
- Input swim lesson chits, guest attendance into tablets
- Perform additional chemical testing/adjusting
- Lock up locker rooms, youth room doors, and pool gates

## WEEKLY

- Coordinate schedule several weeks in advance, ensure each shift is adequately staffed (four-five guards on weekdays, six guards Fridays, weekends)
- Continuously monitor weather forecast and adjust schedule as necessary
- Prepare for major events at least one day in advance

## MONTHLY

- Coordinate pool hours, event schedule with General Manager, Swim Coach, and Swim Team.
- Donate lost and found items after notice is given to members

## SEASON OPENING

- Coordinate with Facilities director the opening of pool, establish lifeguard roster and ensure certifications are filed, develop a standard scheduling system.

- Conduct one or two “cleaning weekends” prior to pool opening, where lifeguards prepare the deck and interior of the building for season open
- Ensure all health department rules are followed diligently. Be prepared that Health Department WILL show up randomly at any point during the season
- Pool must be operational, and free of leaves prior to any swim season practices

#### **SEASON CLOSE**

- Ensure lifeguards are staffed through Memorial Day weekend (school is often a conflict)
- Coordinate closing of pool with Facilities Director, General Manager
- “Winterize” towels in proper storage