

Swimming Pool Manager – Job Description

Summer 2014

Non-Exempt

The Temporary Pool Manager will help coordinate and lead the various activities related to adequately preparing the pool (bathhouse, supplies, sponsorships, etc.) for the pool grand opening. Additionally the Manager will assist summer 2014 activities that relate to community relations and fund raising. Finally the Manager will also work to prepare for a full 2014 season through developing materials, conducting outreach, proposing programs and scheduling.

Time commitment: 25-30 hours/week for 12-16 weeks

Minimum Qualifications:

- At least 21 years of age
- Knowledge of pool operations
- Marketing experience desired
- Experience managing and budgeting

Responsibilities:

- Inventory and prioritize bathhouse repairs, maintenance and clean-up
- Outreach and coordinate volunteers to assist with bathhouse needs
- Lead effort to secure in-kind supplies and labor to prepare for opening
- Assist with fundraising and outreach events for summer 2014, including Ypsilanti Pride, Drive for Rutherford, Triathlon, and Pool Grand Opening
- Assist with communication to donors and sponsors
- Help coordinate signage for pool sponsors
- Assist on new sponsorship development
- Serve as on-site liaison during pool rebuild
- Plan dates and structure for swim lessons 2014 season
- Develop and disseminate marketing materials including updating the brochure
- Contact potential partners for 2014 season, including Ypsilanti Library, YCS, YMCA, Boys and Girls Club, Ypsilanti Township for inclusion into their marketing and programs
- Purchase cleaning supplies and concession supplies
- Assist with structuring 2014 pool activities, including schedules and pricing through research and preparing additions to the business plan.
- Inventory supplies necessary to operate the pool and the bathhouse including but not limited to cleaning, sanitary, chemicals, and concessions.
- Assist with setting up and keeping financial records of income, expenses and account balances
- Meet with Friend of Rutherford Pool Board and provide financial report.
- Support program of marketing, social media and electronic advertising and other communications, including a possible upgrade of website
- Create a life guard manual
- Develop and document operating procedures and protocols
- Checks and processes time sheets for all staff.
- Participates in and assists with trainings for staff to ensure the support of their leadership development
- Attends staff, Board and other meetings and events as assigned.
- Other duties as assigned by the Friends of Rutherford Pool Board.

Necessary Qualifications:

- At least 25 years of age,
- Minimum of a High School Diploma, Associates degree preferred,
- Demonstrated success in a position of responsibility in pool management, or supervision; Demonstrated experience in training and staff development, Strong organizational skills; Demonstrated ability to work well with City and community leaders; Capacity to develop a culture of good relations with the public and City and community leaders.
- Some working mechanical knowledge sufficient to perform standard household type maintenance and repairs. Knowledge of plumbing. Knowledge of pool maintenance, filtration and chemical operation. Knowledge of Standards and Rules for operation of a public pool, per state and local requirements. Experience in aquatic activities including instruction, competition and recreation. Ability to schedule staff appropriately to meet the operational needs of the pool.
- Conditions: Able to work flexible hours as required to meet the demands of the job including evenings and weekends.

PHYSICAL DEMANDS

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires that the individual is physically and mentally able to perform the essential duties of this position without excessive absences.

While performing the duties of this job, the employee is regularly required to communicate orally in person and by telephone, read regular print, use sight to monitor pool patrons, use hearing to listen to pool patrons, sit and use manual dexterity when needed.

WORKING CONDITIONS

The working environment is an outdoor setting with a moderate noise level in summer-like temperatures.