



Lakeside Field Club Pool & Tennis

5 Brookside Lane, P.O. Box 397, North Salem, New York 10560
914-298-7199 www.lakesidefieldclub.com

Lakeside Field Club is a family swim and tennis club located on Peach Lake in North Salem, NY which is open from the Saturday of Memorial Day weekend until Labor Day.

The Club Manager is responsible for managing the daily operations of the Lakeside Field Club. This includes providing operational and directional leadership to staff, ensuring the club is running effectively and efficiently, and establishing and maintaining effective relationships with club members, vendors, and service providers.

Primary / General Responsibilities

1. Manage the summer employees (i.e., lifeguards, maintenance, snack bar, front gate) from opening to closing of the season providing leadership to ensure the staff effectively performs their duties. Directly supervises the Head Lifeguard as well as all members of the Maintenance staff.
2. Complete all necessary details to open the club on or by Saturday of Memorial Day weekend. Complete all necessary actions to close the club on or closely following Labor Day.
3. Club Manager's hours will be during peak hours (11-6pm) and all scheduled club events (e.g. Swim meets, banquets). Club Manager will get one non weekend/holiday day off per week off. Club Manager will define coverage for those off days and receive approval from Club President in advance of days off.
4. Monitor, enforce, and adhere to, the rules and regulations
5. Be accessible, visible and interactive with the members
6. First level of responsibility to resolve operational, employee or member issues.
7. Maintain current and ongoing records for employee contact information and certifications, Board of Health certifications, Pool Operating Permit, Safety Plan, vendor records/receipts, and performance records.
8. Order / purchase all maintenance supplies and equipment for the Club facilities and grounds work. Organizing all tools, equipment and supplies for the seasons work in sheds provided.
9. Create detailed "to do lists" or maintenance items for consideration by the Board. Complete with estimates of contractor costs, staff costs for ongoing (pre, during, post season) maintenance.
10. Manage accurately and creatively the information on the club bulletin board for Club events and announcements. Make recommendations for off-season projects



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- for presentation to the board. Act as project manager on off-season projects where possible, coordinates others.
11. Assist in the coordination of all social events, swim meets, pool activities and programs as well as assist on various Club committees as necessary. Club Manager will approve all member parties, in accordance with Club policies, keep the schedule of these parties, and notify bookkeeper for billing purposes.
 12. Prepare a manager's monthly report detailing issues and status. Attend Board meetings as required.
 13. Conduct full orientation for all staff members, separate in-services training as needed by various departments and holding bi-monthly staff meetings during the season.
 14. Maintain current and ongoing records for employee contact information and certifications, Board of Health certifications, Pool Operating Permit, Safety Plan, vendor records/receipts, and performance records.
 15. Manage May mailing to membership with assistance of Club bookkeeper.
 16. Manage Club website including updates and changes, as well as Club directory.
 17. Manage Club marketing efforts including, but not limited to, mailings, Open House(s), newspaper and social media advertising.

Pools

15. Oversee the custodial cleaning of the entire pool facility, including bathrooms, decks and pool at the beginning and end of each day.
16. Responsible for overall management and operations of the pools. Ensure proper chemicals required for pool operations are on hand, pool chemicals are checked regularly and pool chlorine level is adjusted appropriately as required. Ensure lifeguards work to ensure pool safety.
17. Coordinate / contract for the maintenance of the pool and cleaning of the pools / pool area.

Tennis

18. Coordinate with the Tennis Pro operating the Tennis Facilities/Programs so as to ensure the timely opening and maintenance of the tennis courts and facilities by preparing, and assisting in the preparation and on-going maintenance of, the tennis courts and tennis facility for play by April 1.



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Grounds

19. Ensure grounds are clean and in good condition.
20. Coordinate / contract for the lawn, grounds, pool, pool area, lakeshore, and picnic area clean up.

Snack Bar

21. Manage and coordinate the staff operating the Snack Bar at the Club so as to insure the timely opening, efficient service and high quality fare.

Pre- and off- season (or Year-round)

22. Staff all positions by April 1.
23. Ensure that there is a Pool Operator in the premises who is certified by the Westchester County Department of Health to operate both club pools by successfully completing the Pool Operators Safety Course and maintaining certification. If no such certified employee exists, it is the responsibility of the Club Manager to obtain the certification by opening day.
24. Complete all necessary details to open the club on or by Saturday of Memorial Day weekend.
25. Complete all necessary actions to close the club on or closely following Labor Day.
26. Develop, implement, and review on an annual basis, policies and procedures affecting the orderly maintenance of the facilities and equipment.
27. Recommend and supervise the purchase, lease, installation, and maintenance of Club equipment and improvements.
28. Participate in the preparation of a long-range plan for improvements to the facilities by documenting the status and health of Club facilities and equipment at the beginning and end of each season.
29. Periodically (e.g., monthly) visit the club during the off-season (when in town) to check for needed repairs, take down nets, complete and outstanding projects, assess damage, supervise various vendors and create ongoing detailed lists for future projects to the Lakeside Board.

Minimum Qualifications / Requirements

- Pool Operators Certification must be validated / obtained prior to beginning of each season



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- Experience managing staff
- Experience working with adolescents and children
- Possess strong leadership skills and have the ability to manage and supervise.
- General mechanical or equipment knowledge, preferably pool equipment and the ability to maintain the pool equipment, pump room, and maintain sanitation methods & standards.