



I. Position

Pool Director

II. Job Summary

Manages and supervises new 3.5 million dollar aquatics facilities. Position runs Mid May to Mid-September; advanced pre-season planning/meetings as required.

III. Experience/Expectations

1. Must possess and maintain the following certifications:
 - a. Certified Pool Operator, Lifeguard, CPR and First Aid.
2. Broad knowledge and experience in pool chemistry, operation and management.
3. Monitors and coordinates pool safety programs and risk management.
4. Thoroughly understands specific state and local laws and statutes regarding pool safety and inspections.
5. Responsible for the enforcement of all operational policies and procedures, rules and regulations ensuring the safety of our members and guests.

IV. Job Tasks (Duties)

1. Assists in opening and closing duties for seasonal operation.
2. Assists in supervising 10-15 seasonal pool workers.
3. Hires, orients, trains and supervises all lifeguards; ensures required certifications.
4. Enforces and abides by club's emergency protocols.
5. Develops and implements pool safety program and schedules staff to provide adequate protection for members and their guests.
6. Formulates weekly work schedules and pool rotation schedules for all employees.
7. Requisitions pool chemicals and all departmental supplies.
8. Maintains proper chemical balance in pools in accordance with Health Department regulations.
9. Maintains all necessary records including pool chemicals and accident reports.
10. Maintains mechanical equipment in coordination with the club's maintenance department.
11. Works inter departmentally to ensure a clean, manicured and sanitary environment.
12. Ensures accurate member verification & guest registration.
13. Enforces club rules of safety and conduct.
14. Assist in the coordination of programs and special events as outlined by management.
15. Any other duties as needed

V. Reports to

General Manager

VI. Supervises

Lifeguards

VII. Work Environment

1. Majority of work occurs outside
2. Light to moderate physical effort required
3. Communication & leadership skills are very important with membership and departmental staff
4. Meals provided

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