

## **HUNTING HILLS SWIMM CLUB, INC. (HHSC)**

### **Job Description**

#### **Swim Club Manager**

This job description outlines the duties, responsibilities and compensation for the Swim Club Manager of Hunting Hills Swim Club for the 2023 summer season, which officially begins May 26<sup>th</sup> 2023 and continues through September 4<sup>th</sup>, 2023. Pre-season preparation work such as hiring life guards will need to be completed prior to May 26<sup>th</sup> and will be compensated accordingly. The Swim Club Manager reports to the Board of Directors through the Personnel Committee.

#### **Duties:**

1. Responsible for the overall operations of the Hunting Hills Swim Club for the 2023 summer season. This includes specifically the operation and management of the pools, the snack bar, front gate entry, any swimming related lessons or classes and coordinating with the swim team coach.
2. In conjunction with the Board of Directors (BOD) Personnel Committee, hires and supervises all lifeguards, snack bar staff, entry gate staff as well as swim instructors. Responsible for creating weekly shift schedules, providing performance feedback on the completion of their duties, and providing relevant training.
3. Manages a budget agreed upon by the BOD, that includes the labor costs, pool supplies, office supplies, snack bar purchases and any maintenance contracts that are required.
4. Ensures that proper chemicals needed for pool operations are on hand and that pool chemical levels are checked on a regular basis.
5. In conjunction with the pool grounds representative from the BOD, arranges for emergency repairs needed for the safe and efficient operation of the pool and conducts daily grounds inspection for any safety issues.
6. Attends the June, July, August meetings of the Board of Directors and reports on the current operations, staffing, management and budget; serves as a non-voting attendee.
7. Maintains appropriate paper/electronic files on staff, pool operations, emergency incidents and management procedures so the BOD and future management staff can readily access this information.
8. Responsible for managing pavilion rentals and notifying members of weather-related hours of operation changes.
9. Prior to opening, the Swim Club Manager will make an accounting of the items needed to safely operate the pool and submit an estimate of the purchase cost for these items to the Board for authorization to purchase immediately or where needed routinely throughout the season.
10. Ensures compliance with city and state health and safety regulations.
11. Addresses any conflict between staff, members, or guests.
12. Proactively engages with members and maintains a professional demeanor when dealing with members and staff.
13. Any other additional tasks that arise in agreement with the BOD.

**Requirements:**

The ideal Swim Club Manager should have swim club employment experience and must be a certified licensed pool operator and CPR certified. The individual must have experience working with adolescents and young adults. Public speaking is often required of the Swim Club Manager so the individual must have public speaking experience as well as friendly demeanor with members and staff. Budgetary experience and ability to present financial information to the Board is preferred. Formal management training is a plus. This training could include facility leadership training, project planning, etc.

**Compensation, Leave and Safety:**

Swim Club Manager will be paid an hourly rate of \$22-\$23 for all work conducted. There are no benefits associated with this position. The Swim Club Manager's income can be reported via a W-2 or a 1099 tax form. The Swim Club Manager is allowed 7 day vacation during the pool season but the dates and management plans for the pool during the club Manager's absence will be negotiated directly with the Personnel Committee.