

## **Woodridge Swim Club Job Description**

### **General Manager**

#### **About Woodridge Swim Club:**

Since 1956, Woodridge Swim Club has been the place to be all summer long. From the July 4th campout to the pancake breakfast to the mid-week raft day to the beautiful property that offers the perfect balance of sun and shade – Woodridge Swim Club is a unique place in our Lititz community.

Woodridge Swim Club is a member owned and operated, non-profit corporation that is managed by a Board of Governors. The Board of Governors is made up of pool members who are elected at the end of every season. We have a volunteer Board of Governors and committees that are composed of member volunteers. The Board of Governors and committees help to decide what we offer, how we operate, what new systems we will acquire, what fees are to be charged for membership, and the rates for guest fees and rentals. The volunteer Board has final decisions on all actions taken on behalf of the membership. This is a very unique organizational set-up, giving each individual who belongs to Woodridge Swim Club a voice in who we are and how we operate.

#### **About this role:**

##### **A. Description of Duties**

##### **Required Certifications:**

1. The manager is required to obtain and maintain an updated Pool Applicator's License from the Pennsylvania Department of Agriculture.
2. The manager is responsible for acquiring and maintaining an updated American Red Cross Lifesaving First-Aid and CPR Certifications.

##### **Preseason:**

1. Meet with the Pool Board to:
  - a. hire needed staff for the upcoming season
  - b. establish payroll for the staff
  - c. check paperwork for I-9, working papers, lifesaving-first aid- and CPR (check certification dates).
  - d. set date(s) for spring meeting(s) with staff and board members.
2. Meet with Pool and Grounds Personnel to:
  - a. Discuss safety concerns with equipment.

- b. Inspect all pool equipment
- c. Do pool opening maintenance jobs (mow, leaves, repairs)
- d. Order chemical supplies for the upcoming season

### **In Season:**

1. Meet with the assistant manager and staff members to:
  - a. Discuss any general concerns about the pool, staff, and members.
  - b. Review pool rules and regulations
  - c. Review proper paperwork and documentation procedures
  - d. Review guard training skills and emergency action plan, as well as training dates.
2. Attend board meetings
3. Submit payroll to the Treasurer at the completion of each two week cycle
4. Do routine maintenance and implement general policies

### **Post Season:**

1. Complete all paperwork
  - a. File monthly pool chemical reports(state inspection info.)
  - b. File daily guest fee log and deposit records
  - c. File staff hours
  - d. File daily maintenance reports
  - e. Plan pool closing procedure and notify staff and board

### **B. Maintenance of the Pool**

1. Supervise and support staff members so their jobs are done well and in a safe manner.
2. Make sure pools are vacuumed and kept clean.
3. Make sure that the pool grounds, including the parking lot area and picnic grove, are kept in a clean and orderly condition.
4. Assure the proper operation of the chlorinators and filter systems, and maintain appropriate chemical readings following the standards set by the Pennsylvania Department of Health.
5. Make sure the grass on the pool premises is cut by a staff member when necessary.
6. Make sure the locker rooms and clubhouse are cleaned and routinely inspected during pool hours.
7. Make necessary repairs to pool equipment. Major repairs requiring special attention should be brought up at a board meeting or the Pool and Grounds Personnel should be notified.
8. Order necessary bathroom supplies, chemicals, etc.
9. Make everyone aware of the dangerous situations (diving and sliding boards, shallow swimming areas, playground equipment, etc.) and maintain a high level of safety throughout the facility.
10. Always try to maintain the appearance and high standards Woodridge Swim Club established as a family oriented facility.

### **C. General Expectations**

1. Maintain proper discipline and see that the rules of conduct established by the Pool Board are observed. Documentation should be kept on those individuals cited for misconduct.
2. ALL staff schedules should be posted in the office on a weekly basis. Staff assignments for special pool activities (parties, board sponsored events, swim meets, etc.) should be confirmed and posted in the office.
3. Use appropriate discretion to close the pool during regularly scheduled hours due to inclement weather or other unsafe conditions and follow storm caution and other safety measures to decide reopening.
4. Make sure a manager, assistant manager, board member, or a qualified representative in this capacity are on the pool grounds at ALL TIMES during pool hours.
5. Make sure that the manager and the assistant manager are not both involved with the swim team during any given year.
6. Be available and willing to perform other duties as directed by the Pool and Grounds or Personnel Chairs.
7. Have an updated emergency telephone number for all staff members posted along with any state issued certificates.
8. Conduct monthly and/or bi-weekly guard drills as frequently as directed by the Pool Board. Make sure ALL STAFF members understand and can enact/activate the pool's Emergency Action Plan(EAP).
9. Always show a high level of professionalism when dealing with staff and members.
10. Be willing and flexible to work with the swim team coach to plan pool prep for daily cleaning and swim team meets and events.

### **Manager Benefits**

1. The Manager will:
  - a. be approved and hired by the Pool Board on a yearly basis
  - b. have a maximum of 7 days designated as vacation during the course of the summer
  - c. be eligible to be given an increase in pay at the discretion of the Pool Board
  - d. have member status along with any immediate family.
2. The manager will be covered under the same liability policy as Pool Board Members
3. The preparation for pool opening and closing is not a requirement for the position, but may be assumed by the manager at a rate to be determined by the Pool Board.