

Aquatics Manager Pd (\$3,000 annually - 500 x 6 or \$250 x 12)

Summary:

This is a bonded paid staff position, reporting directly to the Executive Board of Officers.

Acting under approved Board policies will supervise all group water activities, including but not limited to:

- Swim Lessons, Aquatic Exercise Classes
- Train and supervise Lifeguards
- Maintain liaison role with Facility Manager and Assistants
- Maintain liaison role with Swim Team coach and team parent coordinator
- Receive / resolve club membership concerns and issues
- Maintains final authority on all actions / rule compliance issues associated with Aquatics programs
- Attends all Board meetings, unless directed otherwise, but does not vote on motions before the Board
- Functional accountability occurs directly to the Board's President for daily operational chain of command and communications issues

Salary

\$3,000 annually, payable \$500 per month for the six (6) months of seasonal operation, beginning April 1st and continuing through September 30th. Includes a free Family LRCC membership with full rights and privileges.

Qualifications / Skills / Experience

- Must gain the respect and admiration of the Club's Membership, Executive Board, Staff peers, and Employees.
- Must demonstrate poise, confidence, maturity, tact and leadership in all dealings with the Membership and their Guests during problem resolution opportunities.
- Must possess a positive attitude, strong attention to detail, accountability, and maintain a well-organized approach with clear communications of needs or expectations.

Functional Responsibilities

Pre-Season: JANUARY – APRIL

- Submit an annual Schedule of Activities
- Hire Jr./Sr. Lifeguards and develop the Lifeguard Roster {names & numbers}
- Updated Lifeguard Operations Binder for Board review and approval
- Purchase any new equipment, office / medical supplies, Lifeguard apparel for the coming season
- Attend annual March General Meeting (Membership renewal, Elections, Budget approval)
- Develop Lifeguard staffing schedule for budget Cost Model inclusion; reviewed monthly during season
- Chair orientation meeting between Lifeguards, Facility Manager & Executive Board Officers to review Club Rules, Operations Policies, Performance Expectations & Safety Concerns
- Coordinate annual **Emergency Drill** exercise with local Emergency Response Services and Lifeguards

Operational Season: mid-APRIL to mid-OCTOBER

- Remain within operations budget guidelines, notifying Board of any cost overruns; attend Board meetings
- Administer aquatics programs (Swim Lessons, Aquacize Classes, Swim Team); hold on-site office hours
- Train and supervise Lifeguards; conduct biweekly staff meetings; complete regular Payroll paperwork
- Compile Monthly Usage Metrics (Apr/May/June/July/Aug/Sept/Oct) and submit to Board for review

Post-Season: SEPTEMBER – DECEMBER

- Develop performance reviews of all Lifeguard and Swim Instructor positions
- Conduct performance reviews with staff; complete next season re-hire ranking status report
- Submit written Season-In-Review report, by September's end, to the Board for review and discussion
- Report to include, but not be limited to: Operations Review / Complaints / Pool Usage Activity / Lifeguard Program Performance / Re-Hire Ranking Report / Recommendations
- Review Lifeguard Staffing budget model for Plan vs. Actual performance
- Submit any recommendations or explanations to the Board-appointed Budget Committee

Scope of Duties

Membership Liaison Role

- Acts as the primary interface with the paid Membership promoting understanding of the policy intentions of the Executive Board along with Pool rules and Club regulations. Empowered to receive and resolve the Club's membership concerns and issues relating to the Aquatic programs, passing on Facility concerns to Management.
- Additionally, works with the Social Secretary to schedule Lifeguard services for approved private parties. Empowered to act in any matter that necessitates achievement of a favorable experience for a Club member, within the approved rules and policies.

Accessibility

- Maintain daily on-site office hours; be personally available for Swim Lessons and Swim Team practices during the operating season. Required to carry a cellphone so as to maintain constant communication with Lifeguards, Membership & Social Secretaries seven (7) days per week. Must arrange for acceptable Lifeguard duty coverage replacement in the situations when out-of-town conditions will occur. Must notify President and / or Vice President for each occurrence. **Expected to return telephone calls within 10 minutes for confirmation / status.**

Fiscal / Budget Accountability

- Operate within annual prescribed budgetary guidelines, reporting monthly to the Executive Board in situations of operation cost overruns.
- Review monthly Cost Model and plan Lifeguard schedule adjustments to remain within budgetary guidelines.
- Fully responsible for the section Aquatics Management itemized on financial performance tools (Annual Income Statement; Monthly Income / Expense Report).
- Replace First Aid, Office and Aquatic Program supplies as needed.
- **Budget compliance is a key performance measure.**

Swim Lessons Program Management

- Host annual weekly sign-ups for three (3) two-week swim lesson programs.
- Accommodate evening / private training sessions where / when necessary.
- Prepare April Newsletter promotional text for publication.
- Recruit, hire, train, and evaluate Instructors.
- Submit annual operations budget and collect sign-up fees.
- Arrange for RED CROSS certificates for qualifying lesson participants.

Junior / Senior Lifeguard Program

- Prepare and submit annual job descriptions including "Code Of Behavior" and Jr./Sr. qualifications.
- Recruit, hire, train, review, coach, terminate and verify qualifications for adequate staffing.
- Coordinate signed application, necessary payroll W-4 forms, and successful certification achievement.
- Develop and post Lifeguard Roster, regular daily work Schedule, and Payroll payment schedules.
- Host pre-season orientation meeting as prescribed under **Functional Responsibilities: Pre-Season**.
- Monitor overall Lifeguard Program performance and review with your staff every two (2) weeks during seasonal months. This is defined as the peak usage months of June / July / August at a minimum.
- Counter sign approval of all time cards required with every pay period.
- Oversee maintenance of daily Lifeguard Log, Incident and Injury reports.

Facility Maintenance Liaison Role

- Responsible for developing and maintaining a favorable working relationship with the Facility Maintenance staff (i.e. Manager, Assistant, Gardener). This includes, but is not limited to, providing timely feedback of Member's concerns; ensuring Facility "readiness" for parties / functions / socials; coordinating mutually agreed upon Facility maintenance duties utilizing Lifeguard staff (pool cleaning, chemical readings, janitorial restocking).

Aquatics Exercise Program Management

- Organize and staff annual exercise program for interested membership. This will include the hiring of necessary instructor(s), setup of required equipment, scheduling of pool usage time, and coordinating notification of class schedules. Personally leading these classes is an option.

Swim Team Program Management

- Work with the Swim Team Coaches to ensure both adequate, timely membership notification of Pool's non-use hours as well as smooth integration of the Swim Team program administration. Includes coordination with Facilities Staff for pre/post swim meet facility preparations.

Annual performance review by Executive Board directly affects following season's hiring opportunity