



Mill Creek Pool Club

Pool Manager Job Description

ROLE AND RESPONSIBILITIES

- Under the guidance of the Board of Directors, Oversee and Manage all operations of the pool to maximize the experience for pool members.
- Manage all aspects of pool membership including new member recruitment, processing of applications and resignations, coordination of member maintenance hours, and primary point of contact for issues.
- Provide risk mitigation through proactive safety, financial, and maintenance operation.
- Develop and maintain records of operational facility usage through written and electronic means.
- Ensures that all appropriate water, environmental, health, and safety standards are maintained and compliant, meeting all necessary certifications.
- Coordinate with the Maintenance Manager and Head LifeGuard to provide a daily check of pool operations to proactively identify problems.
- Ensure timely opening and reliable operation of the pool from opening day (Typically 1 week prior to Memorial Day weekend through 1 week past Labor Day weekend)
- Ensure adequate daily (i.e. lifeguard and maintenance) coverage and oversight of the pool from opening day through closing.
- Coordinate seasonal pool closing to ensure the protection of pool assets while closed.
- Manage staff including bookkeeper, head lifeguard, maintenance lead, and lifeguards (in absence of head guard).
- Provide input and feedback to the Board of Directors regarding pool issues, budgetary needs, and membership issues.
- Communicate as required to members via mail, social media, email, or other means as necessary regarding pool events, closures, annual meetings, etc.
- Attend Board meetings, an average of 4-6 per year (or as required)
- Attend annual member meetings.
- The primary point of contact with the Board of Directors.
- Other duties as required to maintain the safe, reliable, and financially sound operation of the pool.
- Ability to lift 50 lbs and complete other physical tasks, access to a computer, reliable cell phone, and transportation

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Certified Pool Operator (CPO)

PREFERRED SKILLS

Experience managing budgets, bookkeeping software, financial bookkeeping and/or maintenance activities for a similar organization.

ADDITIONAL NOTES

N/A