

## Seasonal Aquatics Manager

<b>JOB TITLE:</b>	<b>Season Aquatics Manager</b>
<b>LOCATION:</b>	<b>Creekside Tennis &amp; Swim Club</b>
<b>REPORTS TO:</b>	<b>Director of Operations</b>
<b>JOB CLASSIFICATION:</b>	<b>Salaried, Non-Exempt</b>
<b>SALARY RANGES:</b>	<b>5 months (March – July) at \$30,000 or 7 months (Feb 15 – October 1) at \$50k</b>
<b>UPDATED:</b>	<b>January 2024</b>

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### Overview:

Creekside Tennis & Swim Club is seeking a talented, friendly, and eager individual to join the team as the Seasonal Aquatics Manager. This role will be responsible for leading our highly lauded swim club and working with the team to execute a joy-driven member experience in line with club standards. This role will be responsible for our lifeguard management including recruiting, training, and leading our seasonal lifeguard staff (15 employees) and facilities management of the pool and surrounding building and deck areas. This role will also serve as head swim coach, which includes management of the summer swim team and both kid and adult lessons. This role will be responsible for maintaining an optimal pool membership at the club as well as recruiting new pool members at Creekside.

If you are a person who loves the pool environment and is a strong communicator, well-organized, proactive, and friendly, we would welcome speaking to you.

### Responsibilities:

#### Lifeguard Management:

- Recruit, train and lead seasonal lifeguard staff (15 employees).
- Manage scheduling and payroll.
- Provide regular in-service training per Red Cross guidelines.
- Supervise the staff during regular hours on site.
- Be a positive role model for young staff to create team-oriented environment.
- Manage uniforms and codes of conduct.

#### Head Swim Coach:

- Serve as Head Coach and handle administrative duties for summer league swim team (160 swimmers, 5 additional coaches).
- Model best coaching practices for young staff.
- Manage parent volunteers.
- Communicate with membership about and manage seasonal registration, events.

- Educate swimmers and parents about the process of acquiring competitive swimming skills.
- Manage swim meets and travel to other clubs as needed.

**Facility Maintenance:**

- Maintain inventory, reports, pool logs and Safety Data Sheets in compliance with SC DHEC, OSHA.
- Coordinate with CPO contractor to maintain equipment and pool chemistry.
- Ensure regular pool and facility cleaning by staff.
- Manage snack bar inventory and payables.

**Member Relations:**

- Ensure that customer service standards set forth by the Club are upheld daily and that staff members are held accountable for their performance.
- Build positive relationship with members through regular communication, strong programming, and inviting presence at facility.
- Ensure that safety protocols are adhered to, including pool rules and guest and waiver policies.
- Work with Director of Operations and Board of Directors on new programming, camps, lessons and event ideas to bring new offerings and value and offerings to the membership.
- Manage requested events from membership. Hold socials and swim parties.

**Qualifications:**

- At least a bachelor's degree.
- 3-5 years' experience in aquatics/coaching preferred.
- Red Cross certified Lifeguard.
- Certified Pool Operator preferred.
- USA Swim Coach certification preferred.
- Adherence to schedules, staff privileges and mandatory staff meetings.
- Organized with great communication skills.
- Overall team player.

**Physical Requirements:**

- Periods of continuous movement for entire shift.
- Continuously reaching, bending, carrying and lifting.
- Able to lift 50 pounds.
- Ability to work in hot and humid conditions.
- All employees must be able to work weekends as needed.
- Dependable transportation is required.