

POOL MANAGER
Beachwood Recreation Association
Swim and Tennis Club in Troy, MI



IN THIS ROLE:

You will coordinate and supervise the daily operations of the Beachwood Swim & Tennis Club under the direction of the Beachwood Board of Directors. The Pool Manager is responsible for the day-to-day maintenance of the pools, tennis courts, grounds, and facilities. The Manager supervises the lifeguards, assistant managers, and concierge staff. Purchasing and cash management responsibilities may also be required. Pool operation, first aid, and lifeguard management training will be provided prior to employment.

WHO WE ARE:

Beachwood Recreation Association is one of southeastern Michigan's premiere private swim and tennis clubs. The club season for members runs Memorial through Labor Day. Certain pre- and post- season tasks are also required of the Pool Manager.

WHAT WE NEED:

- Responsible for maintaining a safe, clean, and friendly environment
- Create and manage staff work schedules to ensure proper staffing of facility
- Inventory and order club supplies. Schedule timely delivery of pool chemicals
- Interact professionally with members and guests regarding concerns, rules, or significant issues
- Provide daily and overall supervision of lifeguards including rotations and breaks
- Enforce policies, club rules, and procedures
- Manage the set up and staffing of any special events or parties that are scheduled at the club
- Review and approve lifeguard, assistant manager, and staff payroll timesheets and submit online in a timely manner to meet payroll deadlines
- Provide ongoing training and evaluation of staff members. Conduct periodic staff meetings and provide on-going training and safety checks with lifeguards to assure the safest environment possible
- Responsible for maintaining good water quality standards for pools and clean, safe grounds, and facilities by performing routine maintenance and water chemistry tests
- Inspect the overall facility daily for safety concerns and coordinate repairs with trade professionals from preapproved list. Work with board members for instruction on how to solve any unusual maintenance issues
- Communicate and coordinate with members of Beachwood Board of Directors, as necessary
- Access/understand all mechanical parts in pump room in order to keep pool open

WHAT YOU NEED:

- Lifeguard experience (as a qualified lifeguard) or to complete lifeguard and/or first aid training prior to employment
- Excellent organizational, communication, and hospitality skills
- 21+ years of age
- Successful background and reference check
- High school diploma

Required Licensing and Certification:

- American Red Cross First Aid Certification
- American Red Cross CPR or Red Cross Basic Life Support for the Professional Rescuer
- Red Cross Advanced Lifesaving Certificate or Red Cross Lifeguard Training Certificate
- Pool Operator Certification (Beachwood will reimburse upon successful completion)

All above certifications must be current and on file prior to the 1st day of employment.

PHYSICAL / MENTAL / ENVIRONMENTAL:

- Required to work a full-time schedule with varying hours (early mornings, nights, weekends, and holidays).
 - Work is performed outside in prevailing weather conditions.
 - Must be able to walk or stand for extended periods of time.
 - May be required to handle or work with pool chemicals.
 - Manual labor required.
- Must exercise good judgment and act responsibly in life-threatening situations.

WHAT WE PROVIDE:

This full-time seasonal position pays \$600-\$700/weekly with the potential to earn an annual end of season bonus.

APPLICATION INSTRUCTIONS:

Please send your current resume to president@beachwoodrec.org