



Graylyn Crest III Swim Club

PO Box 7132

Wilmington, DE 19803

Assistant Pool Manager Job Announcement

Graylyn Crest Swim Club (GCSC) seeks an Assistant Pool Manager for the Summer 2019 season! Opening Day for the pool will be Saturday, May 25, 2019 and the official Closing Day of the pool will be Monday, September 2, 2019 (candidates should refer to the GCSC website for an example of pool hours), however this position requires hours be worked to ready the pool in the months leading up to opening day and to winterize the pool in the months after closing day.

Qualified candidates for the Assistant Pool Manager position should have a demonstrated knowledge of pool management requirements and responsibilities as outlined by the State of Delaware Dept. of Health (or be willing to learn), a successful track record of management experience (including an ability to recruit, train and lead a team of youth lifeguards ages 15+) and leadership capabilities that will ensure a strong and productive relationship with the board of directors, volunteers and members.

As the Assistant Pool Manager, the Board of Directors expects the manager to ensure that GCSC puts its best foot forward in an effort to ensure membership is maintained and new members are attracted. This includes ensuring the staff is respectful and friendly and the facilities are safe, clean and orderly.

The details of the employment offer are below:

- Seasonal salary – negotiable flat rate for the season; to be paid bi-weekly in 9 equal installments (first pay on Friday, June 1, 2018)
- This is an exempt, salaried position that does not include overtime compensation.
- 35 hours per week; management coverage for all open pool hours to be ensured in partnership with Pool Manager
- Compensation to be paid via direct deposit
- Compensation package includes complimentary pool membership for you and your significant other and/or children, only while employed with GCSC
- Lifeguard certification must be secured and a copy provided to the board president
- Employment is for one season only and will not be automatically renewed for subsequent seasons

Job responsibilities for the Pool Manager are below and it is the Board's expectation that the Assistant Pool Manager will work in close concert with the Pool Manager to accomplish the following:

1) Board Communication

- a. Meet with board leadership regularly (schedule TBD)
- b. Communicate weekly (via email on Sunday evening) to the board leadership about any issues that arose during the week
- c. Share all member/customer feedback with the board leadership via the weekly email
- d. Send emails or text messages to board leadership immediately when urgent situations arise so that communication loop is closed

2) Manage the Staff:

- a. Ensure Manager / Asst. Manager are on duty during open hours
- b. Identify and hire lifeguards, pending board providing final approval
- c. Ensure staff are trained and/or provided an orientation to their responsibilities and job tasks

- d. Ensure lifeguards are certified and certifications are up to date
- e. Ensure staff scheduling is appropriate based on expected attendance
- f. Ensure staff responsibilities are clearly documented and communicated
- g. Ensure staff are fulfilling responsibilities consistently
- h. Ensure staff schedules are adhered to and time sheets completed in a timely manner
- i. Adjust staff schedules based on weather conditions
- j. Hold staff meetings, as needed, to facilitate communication and team building

3) Manage the Facility:

- a. Manage access to the pool facilities for all seasonal contractors, as needed (opening, closing, landscaping)
- b. Ensure the facility / pool is clean and safe
- c. Create a daily cleaning schedule for bathrooms and ensure the schedule is adhered to
- d. Create a daily cleaning schedule for pool deck, tables and chairs and ensure the schedule is adhered to
- e. Ensure the grounds are maintained regularly
- f. Ensure the pool equipment is maintained, including performing minor repairs as needed in partnership with the Board's operations committee chair
- g. Ensure supplies are replenished as needed
- h. Be willing to fill lifeguarding duties if needed
- i. Report any issues related to the facilities to the Board Leadership

4) Manage Customer Feedback:

- a. Ensure pool members have an avenue to provide feedback (comment box, your phone number posted)
- b. Ensure feedback is responded to in a timely fashion
- c. Ensure staff responsibilities are adjusted as needed, based on feedback

5) Manage Pool Entrance & Cash Receipts

- a. Ensure pool entrance is controlled (staffed at all times, staff members greeting guests)
- b. Ensure guest passes are managed effectively

6) Manage Snack Shack

- a. Ensure Snack Shack is appropriately stocked with supplies and items for purchase
- b. Ensure sales are logged each day
- c. Manage cash receipts (cash box counted at opening each day, cash box counted at closing each day)
- d. Ensure cash box is secured at closing each night
- e. Create cash deposits and communicate to the Treasurer when deposits are available

Interested candidates should send a resume and cover letter indicating their interest to the attention of Tom Pidgeon, President, Board of Directors. Applications can be emailed to info@graylyngators.com with the Subject Line of "Assistant Pool Manager Application."

Applications will be reviewed starting January 15, 2019 and will continue until the position is filled.