

Contact Brian Dwyer via phone at **203-335-0587** or email at [generalmanager@blackrockyc.org](mailto:generalmanager@blackrockyc.org)

This listing expires on **6 / 1 / 2021**

Additional information about this job:

Club Description:

Located in the historic village of Black Rock, Connecticut, we are a private member-owned, sailing, social and dining club. With spectacular views and immediate access to Long Island Sound, our membership creates memories daily! We were incorporated in 1912 to encourage and support sailing and sailboat racing; We offer athletic programs that build community, sportsmanship and team skills among members of all ages. Members enjoy an active social calendar and options for junior sports programming. Black Rock Yacht Club has a Division 5 Swim and Dive Team.

Pool Facility Hours:

The pool facility is open Memorial Day weekend through Labor Day weekend.

General Hours are 10am-8pm.

Hours vary slightly at the beginning and end of season and are TBD.

Definition:

The Pool Director supervises swimming pool operations and all related activities (excluding food and beverage outlets) in accordance with the desires of the membership and in compliance with the State of Connecticut and Fairfield County's health and safety guidelines and laws. The primary function of the Pool Director is to ensure the safety and enjoyment of all individuals who utilize the swimming pool facilities.

Supervision:

The Pool Director reports directly to the General Manager & Pool Chair and works closely with him/her to operate the swimming pool in an efficient and professional manner. The Pool Director also works closely with the Head Swimming, Diving Coaches and Facilities Manager and may assist other Club departments as needed.

The Pool Director must be able to work independently and be a self-starting problem solver. As required, he/she will seek information and refer unique problems/ opportunities to the General Manager & Pool Chair for clarification or interpretation of policy and/or action.

The Pool Director accepts departmental-related operating

recommendations and suggestions from the membership and informs the General Manager & Pool Chair about steps of action to be taken should such suggestions be approved for implementation.

#### Job Environment:

The environment at the Black Rock Yacht Club is focused on quality services with the emphasis on constant improvement and innovation. The Pool Director works to create an environment where employees are involved and enthusiastic, with open communications and respect for themselves, members, guests and the property. The Pool Director maintains direct contact via telephone, e-mail or in-person with the management team and staff under his/her direct supervision.

The Pool Director works closely with the management team and staff to ensure that revenue, service and safety objectives are achieved.

#### General Duties:

Recruitment, Training, Scheduling and Supervision of Pool Staff

- Recruitment – Coordinates the application process, interviews and candidate selection for lifeguards based on ability, flexibility of scheduling, appearance and overall character. Candidates must possess an accepted lifeguard training certificate.
- Training - Reviews Club policies, trains all lifeguard staff ensuring that they are meeting requirements to perform job, reviews state and local health and safety requirements.
- Scheduling - Properly schedules staff based on the Club's requirements while working within the constraints of the approved budget. Any overtime must be approved by the General Manager & Pool Chair.
- Supervision - Ensures that all swimming pool operations employees (to include swimming coach staff) are in uniform at all times and conduct themselves in a professional and responsible manner as required by management. Ensures all pool operations employees are interacting with members. Oversees the locker room facilities to ensure cleanliness and member satisfaction. Oversees the pool facilities to ensure cleanliness and safety.

#### Swim/Dive Teams

- Partners with Head Swimming/Dive Coaches to oversee swim/dive programs.
- Works in conjunction with the Head Swimming Coach to schedule and organize Club events (e.g., pool parties, children's races, all recreational swimming programs and all competitive swimming meets

and invitational tournaments).

#### Rules and Regulations

- Requires pool operations staff to enforce the rules and regulations imposed by state and local laws in addition to those required by the Club. Posts required signs and information regarding these rules and regulations.
- Maintains a professional relationship with local health and safety officials, resulting in proper compliance with said laws. Notifies management of any major violations requiring immediate attention.

#### Safety and Maintenance

- Updates the required Pool Safety Plan and submits it to the Fairfield County Department of Health for review.
- Works toward obtaining Certified Pool Operator (CPO) designation if not already certified.
- In the event of an accident, fills out required accident form and notifies management. Takes appropriate action to assist an accident victim and provides first aid and medical attention, if required.
- Oversees the general housekeeping and physical appearance of the aquatic facility, excluding food and beverage outlets.
- Monitors pool chemistry, resulting in proper balance required by law, and strives for an immaculate and aesthetically-pleasing appearance for members and guests.
- Reports all maintenance issues to the Facilities Manager for immediate action.

#### Other

- Demonstrates consistent availability and visibility to the membership for questions, comments and assistance pertaining to swimming pool operations.
- Has a positive, outgoing and energetic attitude and engages with the membership.

#### Minimum Qualifications:

- High school diploma or equivalent. College degree preferred.
- Lifeguard Certification.
- Experience supervising a swimming pool operation.
- Private country club work experience preferred.
- Computer literate in a Windows environment.
- Able to read, comprehend and carry out instructions.

Necessary Knowledge, Ability and Skill:

- Able to deliver a high quality standard of service, consistently, with emphasis on continued improvement.
- Understanding of swimming pool operations.
- Able to train, motivate and supervise.
- Strong oral and written communication skills.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk, hear and move about freely in an outdoor environment. The employee is frequently required to visually observe the condition of his/her surroundings. He/she is routinely required to bend, stoop, stand, walk, carry and lift objects weighing 50 pounds or less. It is inevitable that other duties will arise from time to time. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, technological developments, etc.).

Relevant Experience Preferred:

- pool director: 1 years (Preferred)
- management: 1 year (Preferred)
- country club: 1 year (Preferred)

Education:

- High school or equivalent (Required)

License:

- Lifeguarding/First Aid/CPR/AED (Required)

Compensation:

Commensurate with experience and in line with our peer Clubs will be offered to the right candidate. As well, a portion of merchandise sales and lesson revenue will be shared with Pool Director. Employee meals as offered by the Club's normal schedule will be provided.

Candidates Interested in Applying should contact:

Brian Dwyer, General Manager

[generalmanager@blackrockyc.org](mailto:generalmanager@blackrockyc.org)