



Pool Director

Club Information:

Shuttle Meadow Country Club is a private, members only club located in Kensington, CT, which was established in 1899. The club's facilities include an 18 hole golf course, tennis courts, paddle courts, and an outdoor swimming pool with snack bar. The clubhouse features formal and casual dining rooms, outdoor patios, ballroom, and lounge. The pool was recently renovated with new deck and coping and addition of swimming blocks.

Job Summary:

The Pool Director is responsible for the planning, organizing and directing of all pool activities including the youth swim team and swim meets with area clubs. The Director works with the Club Manager, Golf Professional, and Tennis Professional to create, promote, and oversee youth programs, activities, and clinics. This position is responsible for hiring aquatic staff for the summer season and is responsible for managing the daily pool operations from Memorial Day to Labor Day, including adherence to health, safety and maintenance requirements of the pool facility.

Qualifications:

- Currently certified with Red Cross Lifeguard Training
- Current Red Cross First Aid and CPR/FPR certification
- Highly energetic and creative team player
- Ability to work a 40 hour minimum work week including weekends and holidays for the entire pool season (Pool hours are reduced while local schools are in session to evenings and weekends.)

Job Requirements:

- Interview, hire, train, schedule and supervise all pool staff;
- Ensure that members sign their guests in and record guest fees;
- Plan, organize, manage, and promote aquatic programs/activities including youth swim team
- Enforce rules and regulations regarding swimmer safety, improper activities, or hazards
- Rescue persons in distress and/or in danger of drowning when indicated and provide rescue breathing, CPR, and First Aid and ensure proper reports and notifications to club management of any incidents
- Report, coordinate, or assist with maintenance of any equipment or pool area facilities;
- Perform duties of swim instructor and lifeguard as needed to cover hourly staff breaks and shortages
- Lead and foster a team environment among the aquatic staff

- Adhere to Shuttle Meadow Country Club's expectations encompassing communication, working relations, job reliability and initiative, safety, accomplishment of work tasks, and supervision;
- Attend weekly management meetings and report on operations and coordinate activity schedules
- Maintain complete and accurate records of pool operations, including time/payroll reporting, daily reports, accidents, incidents, attendance, finances, and required records for Health Department;
- Inventory and recommend for purchase all necessary forms, supplies and equipment;
- Oversee the Club's Snack Bar area and staff for service, cleanliness and general operations;
- Oversee the general custodial cleaning of entire pool facility including vacuuming, hosing of decks, cleaning filters and restrooms, as needed;
- Conduct pH and chlorine tests and record in log book;
- Plan and schedule in service training for lifeguards including first aid skills, facility maintenance, emergency procedures and other applicable information;
- Assist members and guests in a professional and courteous manner;
- Interpret all laws, ordinance, rules and regulations regarding the health and safety of all persons using the facility;
- Follow club policies and procedures for scheduling staff and approving staff hours for payroll;
- Work with Club Manager and Controller to recommend a reasonable annual budget for operation of the pool and adhere to final budget approved by the Board of Directors. Unforeseen circumstances and exceptions that arise throughout the season, which would result in an overage, will be discussed with Club Manager and Controller.
- Any other additional duty required by the Club Manager.

Skills:

An energetic and outgoing attitude is required to excel in this role. The Pool manager must motivate other pool staff daily. The pool manager must have knowledge of water hazards, lifesaving techniques and first aid, recognize hazardous situations and adopt effective courses of action. This position also requires effective communication (written and verbal) skills and has the ability to engage positively with all staff, managers, members & guests. Qualified candidate will be expected to create new programs and daily activities to attract increased member usage of the pool facilities.

Compensation:

Seasonal salary commensurate with experience

Please send resume with cover letter to Club Manager, Corey Cannon, at ccannon@shuttlemeadowcc.com