

The Recreation Manager, in general, shall manage and supervise the Recreation Monitors and the pool, playground and sport court.

A. The specific duties as Recreation Manager for the Pool are as follows:

1. Hire and supervise all Recreation Monitors.

- * Employment recommendations are to be approved by the Board of Directors.

- * In the event a shift cannot be covered by a Recreation Monitor, the Recreation Manager will cover the shift. The Recreation Manager will be entitled to monitor pay (\$40/2024) in addition to regular pay.

- * Pool will be open from Memorial Weekend through Labor Day and may be extended by the Board of Directors.

2. Arrange the work schedule of all monitors during the season from 30 (thirty) minutes prior to scheduled opening to 15 (fifteen) minutes after closing. Have work schedule posted in advance to give Monitors adequate notice. Post protocol and procedure should a Monitor call off or not show up for their shift. Pool hours are Sunday - Thursday 10am - 8pm, Friday and Saturday 10am - 9pm and Holidays 10am - 9pm.

Please note that in September, the pool is closed at 8pm regardless of the day or holiday status due to darkness.

3. Track Monitor hours and submit payroll to the management company every week on designated day.

4. Causes the pool and its areas to be cleaned and prepared each day prior to opening and maintained through the day:

- * Scrub sides of pool as needed.

- * Check chairs for cleanliness and repair work at least twice a week. Clean as required, remove broken chairs and notify authorized repair person.

- * Maintain pool chemical logs as required.

- * Maintain water level each day to middle of skimmer inlets.

5. Report all unusual incidents and all accidents to the Board of Directors and the Management Company.

6. Maintain a sign-in area.

7. Work with the proper committee on any social events to be conducted at the pool,

8. Notify the Management Company of the need to purchase supplies as necessary.

9. Check all safety equipment and ensure equipment is accessible for easy use. Notify the Management Company to report safety or equipment issues upon inspection.

10. Review the Facility Safety Plan with the Monitors prior to opening for the season. The Recreation Manager is to post the Facility Safety Plan in clear view of all patrons.

11. At the end of the season, prepare a report to be submitted to the Board on the pool operations and recommendations for improvements.

B. The specific duties as Recreation Manager for the Playground are as follows:

1. Pick up any litter in the playground area and empty trash bin every evening to the receptacle located in the parking area.

C. The specific duties as Recreation Manager for the Sport Court are as follows:

1. Pick up any litter in the sport court area and empty trash bin every evening to the receptacle located in the parking area.

2. Arrange the table and chairs and close the umbrellas prior to closing. Readjust during opening if needed.

D. Other duties not specifically covered in this job description may be included periodically.

Lakemont Farms Board of Directors

Date _____

Recreation Manager

Date _____