

Job Description: Woodridge Swim Club Pool Manager

Location: Woodridge Swim Club – Bellevue, WA

Employment Type and Hours: Year-Round, Part-Time

Reports To: WSC Board of Directors

Position Summary

Woodridge Swim Club (WSC), a private neighborhood pool located in Bellevue, WA, is seeking a dependable and detail-oriented Pool Manager to keep WSC running smoothly, drive programs, manage calendars and other responsibilities. This role is ideal for a local resident with strong administrative skills, who enjoys independent project ownership, and is able to solve problems independently.

The Pool Manager ensures that WSC is a great place both for the summer membership season as well as the winter rental season. The role will be mostly computer-based, with some of the role to involve being onsite at the pool.

Key Responsibilities

Renter Management

- Managing rental calendar (Google Calendar)
- Engaging with renter representatives as needed
- Field all incoming rental inquiries to determine if space is available for additional renters/hours.
- Working with facilities management regarding any communications with renters

Membership Communications and Social Media

- Member digital newsletters
- Social media posting
- Email inbox monitoring

Pool Calendar Management

- Oversee summer calendar management
- Party scheduling and communication
- Gazebo reservations

Concessions Management

- Inventory management
- Ordering

Systems Operations

- Primary owner of pool check-in system
- Owner of MailChimp member communication system
- Key user of Homebase staff scheduling and timekeeping system
- Oversee website presentation to ensure comprehensiveness and accuracy
- Owner of payment system and program scheduling system

Program Management

- Coordinate with coaches and parent reps of existing team programs (swim, dive, and water polo) to ensure pool time is set, guards are available and communication is clear with coaching staff on roles and responsibilities
- Coordinate with lessons coordinator or act as lessons coordinator for group swim lessons, private lessons (dive, swim, and water polo), dive camps, and preseason swim and dive sessions
- Validate payment for all programs and ensure coaching and lessons staff have accurate class/session assignments

Staff Supervision

- Oversee and direct summer managers and program leads to ensure expectations are being met and pool programs and staffing are running smoothly
- Provide performance assessments for lead staff at the end of the summer season
- Involved in summer hiring and determining the level of staff required to meet demand

Organize and Launch New Programs

- Potential to launch new offerings: masters swimming, water aerobics, 'parents night out' concept.

Miscellaneous

- Vendor management for various facilities efforts
- Event marketing and support for various activities (Polar Plunge, Sprint Meet, Movie Nights, other)

Required Qualifications

- Strong communication and interpersonal skills, ability to work independently
- Proficiency with computers and web-based productivity tools (Google apps, Mailchimp, etc)
- Ability to learn new software tools

- Expectation for daily responsiveness to inbound communications

Preferred Qualifications

- Bellevue resident or lives nearby (preferred for flexibility and rapid issue response).

Schedule & Availability

- Full year position
- More hours in spring-summer months (Apr-Aug). Approx 15 hours per week
- Lighter hours in fall-winter months (Sep-Mar). Approx 5 hours per week

Compensation

Competitive hourly wage commensurate with experience.

Monthly stipend or seasonal bonus possible based on reliability and successful operation.

Flexible hours and autonomy.

About Woodridge Swim Club

Woodridge Swim Club is a private, member-owned pool in the heart of Bellevue, offering a strong community environment, summer family recreation, and a home for youth swim and dive teams. The Pool Manager plays a vital role making WSC an amazing community.