Woodridge Swim Club

**Manager**

**Requirements:**

* Minimum 5 years and/or 1000 hours of previous lifeguard experience.
* Current Lifeguard, First Aid, and CPR certifications.

**General Responsibilities:**

* Promotes excellent public relations with all member and non-member pool patrons.
* Assists the Board of Trustees in recruiting and retaining members.
* Ensures and abides by government regulations including Department of Health codes.
* Oversees all pool functions including general use, swim team, swim lessons, and private rentals.

**Preseason duties:**

* In cooperation with the Board of Trustees, develops the structure of the pool staff and hires staff members.
* Prepares appropriate paperwork and files.
* Ensures that all staff members have current Lifeguard, First Aid, and CPR certifications.
* Provides all staff members with their respective job descriptions.
* Has all lifeguards sign the expectation contract and explains this document to them.
* Collects W-4 forms from all staff members.

**Season duties:**

* Creates lifeguard schedules on a monthly basis.
* Holds bi-weekly in-service meetings.
* Officially evaluates all lifeguards once per month and provides a formal evaluation at the end of the season.
* Supervises the overall maintenance of the pool facilities.
* Fully responsible for ensuring all daily pool opening/closing requirements are met.
* Keeps all office paperwork updated and available.
* Keeps all maintenance supplies, bathroom supplies, and concessions in stock.
* Coordinates the scheduling of pool rentals and private parties.
* Coordinates all pool activities working with the Head Coach and Head Instructor.
* Attends all Board meetings and prepares a report for the board monthly.
* Ensures that all office records are completed, including member sign in sheets, daily duties, hourly tallies, and chemical logs.
* Approves staff time sheets.
* Ensures that all members have the Permission for Child to Swim Unaccompanied and Emergency Consent Form on file.
* Ensures that all members have paid dues.
* Regulates guest usage and ensures that guest fees are paid.
* Oversees all daily monetary transactions and ensures that daily profits are given to the bookkeeper.

**Postseason duties:**

* Completes thorough evaluations for each lifeguard; conducts the guard meetings.