



## **RHONEWOOD PARK HOMEOWNERS ASSOCIATION AQUATICS POOL MANAGER – JOB DESCRIPTION**

The general responsibility of the Pool Manager is to enforce the directives that have been adopted by the Rhonewood Park Homeowners Association, the Pool Committee, and the Chairperson thereof. These responsibilities extend to the planning, organization, staffing, operation, and maintenance necessary to the successful operation of the pool for the use of the members of the Rhonewood Park Homeowners Association and their guests. The Pool Manager is to enforce the pool rules and in no way compromise the position of the Association by failure to enforce the regulations adopted by the Association.

This is a year-round position in which the manager will report to the Business Manager, attend all meetings of the Pool Committee, attend meetings of the Board of Directors upon request, and report as to the condition of events and any outstanding occurrences or suggestions. The Lifeguards, Gate Checkers, Maintenance, WSI, WSA and any other pool employees are to report to this manager.

Specific responsibilities are as follows:

1. Visit the pool at least once per week during the off-season to ensure that no problems are occurring at the Cabana Club.
2. Arrange and conduct the hiring of summer pool employees. The Pool Manager has the ability to dismiss those employees that are not fulfilling their responsibilities. A written report must be given to the Business Manager and Pool Committee Chair explaining the necessity of the action.
3. Obtain work permits for minors. Obtain W4's, certifications, and paperwork for all summer employees.
4. Organize the opening and cleaning of the facility each year, which would include:
  - a. Preparing a list of work to be performed to open for the summer season.
  - b. Participate in and organize board members, summer employees, and other volunteers to perform needed work.
  - c. Work with Business Manager to get all Membership cards and Keyed Entry keys to members of pool.
5. Train, schedule, and supervise Gate Checkers, Maintenance, WSI, and WSA employees.
6. Schedule and supervise Lifeguards. Assure that lifeguards receive appropriate training at bi-weekly meetings.
7. Work in conjunction with the Lifeguard Trainer to train all employees on the Emergency Action Plan. Pick up necessary items for trainings from Red Cross or other authorized facility.
8. Conduct swim lesson sign ups for all swim lesson sessions. Assure that swim lessons are running smoothly.

9. Ensures that no problems result from the interaction of employees. If situations arise, they will be handled expeditiously and equitably.
10. Be on call (via phone) during Open Swim hours & Key Entry hours to handle all emergencies that may arise.
11. Insure that incident reports are completed as necessary and that the Pool Committee is informed of any disciplinary actions taken against any individual or groups of people.
12. Review all suspensions and other actions taken by the Lifeguards, etc. Insure that there is proper documentation and follow up with a phone call to the parents of the suspended children.
13. Participate in the scheduling of the Swim Team. Such interactions are to take place with the Swim Team Chair and/or Swim Team Manager.
14. Participate in the scheduling of the Social Committee pool activities. Such interactions are to take place with the Social Chair.
15. Maintain pool private party schedule and assure fees are collected at end of party.
16. Assure facility is clean and properly maintained. Arrange for repairs as needed.
17. Keep pool facility stocked with ice cream, soda, toilet paper, paper towels, cleaning products, chemicals, equipment, paperwork, and first aid supplies.
18. Meet with pool members that have paid for Keys to give a tour of facilities and explain Policies & Procedures along with Rules & Regulations.
19. Prepare and maintain written procedures for all pool functions.
20. Respond to any complaint that is brought to your attention in a timely fashion. If any action is required, do so quickly and decisively.
21. Organize the closing and cleaning of the facility each year, which would include:
  - a. Preparing a list of work to be performed to close and clean the facility at the end of the summer season.
  - b. Participate in and organize board members, summer employees, and other volunteers to perform needed work.
22. Create a monthly calendar or schedule for the pool.
24. Perform other duties as defined by the Pool Committee or the Board.