

Job Description

Title: Manager

Reports to: BWSRC Board of Directors

General Function:

Under the direction of the Board of Directors this position is responsible for the welfare of all members utilizing the pools and adjacent areas. The Manager will ensure an atmosphere of friendliness, and safety within the framework of the Bowman Woods Swim and Racquet Club programs. The manager must be supportive of other employees and be able to work together as a team. The Manager must present them self in a professional manner at all times. The Manager must be self-reliant and be able to work well with parents and members.

Required Qualifications:

Certified Pool Operator (CPO)
Current American Red Cross Lifeguard Certificate
Current American Red Cross CPR
Current Red Cross Water Safety Instructor (WSI)

Job Responsibilities:

Support and uphold the rules set by the Board of Directors
Responsible and competent management of the pools and grounds
Pools and grounds are kept clean and free of debris
Detailed and accurate accounting of all income and expenses
Safety of all staff and members
Hiring assistant managers and lifeguards
Staff training
Monitoring water quality
Staffing and scheduling of swim lessons