JOB DESCRIPTION: Position: Pool Director for Private Club

Department: Pool

Reports To: Pool Committee

FLSA Status: Exempt

Date Prepared: February, 2025

Job Summary: The Pool Director is responsible for the overall safety, operations, and member satisfaction of the swim club during the operating season. This role requires strong leadership, excellent communication, and a commitment to providing an exceptional member experience.

The Pool Director is responsible for all coordination of pool personnel and pool activities and is expected to supervise safe, clean and appealing club swimming facilities. The Pool Director is an integral part of the Pool Committee to make the summer safe, welcoming and fun for all members.

Pool opens on Memorial Day weekend and closes a week after Labor Day.

Hours: 35 per week, flexible within pool operating schedule: 7 days a week 7 AM to 8 PM

Salary: $10,000- $12,000 depending on experience.

**POSITION REQUIREMENTS:**

Lifeguard Certification

Must be 21 years of age or older

Experience with pool maintenance and chemical treatment

Experience as a Pool Director or in a similar supervisory role

Physically able to lift ~50lbs (chemicals, filters, pool equipment) and comfortable being outside during summer heat.

**PREFERRED QUALIFICATIONS**

* Strong leadership, organizational, and interpersonal skills
* Excellent communication and customer service skills
* Experience with pool maintenance and chemical treatment
* Knowledge of pool safety regulations and best practices
* Ability to work independently and as part of a team
* Strong problem-solving and decision-making skills
* Flexibility to work weekends and evenings during the swim season
* Pool Operator Certification (CPO) a plus
* Experience as a reliable team member

DUTIES/RESPONSIBILITIES:

* Manage daily pool operations, including lifeguard schedules, pool maintenance, and chemicals.
* Oversee all pool operations, ensuring adherence to all safety regulations and best practice
* Respond effectively to any aquatic emergencies
* Enforce all club rules and regulations
* Ensure pool water chemistry levels are monitored regularly to maintain proper sanitation standards
* Supervise operation of filtration/pump system
* Oversee daily cleaning of the pool and upkeep of all pool equipment as necessary
* Coordinate with maintenance staff that all garbage and debris is removed from the pool area daily
* Manage inventory and supplies
* Communicate with swim team personnel and support staffing of swim team activities as needed
* Maintain communication with Committee to notify membership of pool hours and activities, closures, and pool parties so that signage, email and website information is accurate
* Provide excellent customer service to all members and communicate any issues promptly to Pool Committee
* Maintain accurate member and guest attendance
* Help prepare pool for opening and closing each season.
* Attends work on a regular, reliable, and punctual basis to include some weekend and evening hours
* Supervise lifeguards and sets lifeguard schedules on a weekly or bi-weekly basis.
* Set clear guidelines and expectations for all lifeguards and report issues immediately to the Committee
* Communicate effectively with members, staff, and the Pool Committee

Please send resume to High Lane Club 40 High Lane, North Haven, CT 06473 or email to office@highlaneclub.com With Subject as follows: **Attn: Pool Committee**