

**Sheridan Beach Community Club
Job Description – Assistant Manager**

2010

Purpose of Position: Assists Operations Manager in providing Sheridan Beach Community Club with seasonal management of the pool facility and staff. The management is responsible for creating and maintaining an environment that places safety as paramount.

Reporting Relationship: The Assistant Manager reports to the Operations Manager. Pool staff report to Head Guard, Assistant Manager, and Operations Manager.

Areas of Responsibility

The Assistant Manager is the head supervisor in the absence of the operations manager. Assistant manager must be familiar with all areas of operating procedures, including safety procedures, emergency response, security, cash flow, swim lesson registration and staff supervision. The assistant manager must also be able to oversee the mechanical and chemical operations of the pool. This requires knowledge of the main water pump, filters, gas and solar heaters, and vacuum system. The Assistant Manager must be aware of Health Department sanitary regulations, and be able to maintain appropriate water chemistry.

Assist the Operation Manager in the following areas:

Hiring Staff

Ensure the pool is ready before opening day.

Regular pool maintenance and chemistry balance.

Scheduling lifeguards

Ensure pool & facility meet all Health Department codes.

Enforce all pool and club rules.

Manage staff and handle personnel issues.

Train staff, establish and monitor staffing plan and establish procedures for personnel reviews.

Develop and oversee monthly In-service training programs for staff to promote safety.

Ensure that facility (beach, dock, cabana, sport court, play toys, pool and poolhouse) is maintained throughout the season to a high standard of cleanliness (note: SBCC Beach Chair is responsible for mowing and sprinklers).

Assist in coordination and oversight for the following SBCC events: 4th of July, Kids Overnight, Camp Sheridan, and Ice Cream Social (Head Guard and volunteers assist with planning & execution).

Maintain pool office including store merchandise and pricing.

Establish an effective working relationship with swim team coaches & managers, water polo coaches and other program coordinators.

Conducting Staff evaluations.

Closing Duties