

# **Pool Director – Oakley Country Club – Watertown, MA**

Oakley Country Club is a private club in Watertown, MA, just 15 minutes from downtown Boston with a fun family atmosphere. Our pool facilities are open to the membership from Memorial Day to Labor Day and we are look for an energetic individual to join our team for the summer as our Pool Director!

## **JOB DESCRIPTION**

The Pool Director is responsible for the efficient and effective operation of the pool facility and for the health, safety and welfare of those using the club's swimming pool, in accordance with the policies and procedures of the Oakley Country Club. The position reports to the Director of Operations. The pool facility is open seven days per week, weather permitting, and the person in this position is required to work a minimum of 40 hours per week. This position entails up to a two week shoulder season in the Spring and the Fall for proper prep and closure.

### **General Responsibilities**

The Pool Director will perform a variety of duties in planning, scheduling, maintaining the seasonal operation of the pool. Communicating with the members, and above all, have enthusiasm for promoting the pool as a fun and hospitable environment for all pool members. The Pool Director has overall responsibility for safety at the pool, as well as managerial, administrative, facility, aquatic, safety and leadership duties including:

### **Managerial/Administrative**

- Manage, recruit, train and supervise lifeguards.
- Plan and organize workloads and staff assignments for lifeguards; Meet regularly with staff;
- Advise and coach lifeguards and evaluate them at the middle and end of the season; Monitor time sheets and prepare payroll reports.
- Manage swim lessons for children throughout the summer; establish a sign-up process; assess quality of lessons; issue end-of-season reports/certificates.
- Inventory and recommend for purchase all necessary forms, supplies, equipment and first aid supplies.
- Communicate regularly with Club Manager regarding safety, staff, facility/maintenance, swim lessons, and any membership issues.

### **Facility**

- Plan and prepare, in accordance with Club Manager, the pool for its seasonal opening and closing. Oversee all daily maintenance of the pool and locker/rest rooms, including making recommendations for repairs and capital improvement expenditures.
- Oversee the general custodial cleaning for the entire pool facility including vacuuming, hosing of decks, cleaning filters, cleaning locker rooms and restrooms as needed.
- Maintain and complete accurate records of pool operations, pool temperature, pool water quality (PH and Chlorine levels), ensure proper pool chemical

balance, accidents, incidents (behaviors and otherwise), attendance (including guests) and required records for the Health Department.

### **Aquatic/Safety**

- Instill attention to safety with lifeguards as well as with pool members and guests; enforce safety at the pool among staff and members.
- Conduct Water Aerobic classes
- To rescue persons in distress or in danger of drowning when indicated and administer First Aid, CPR, emergency and other safety procedures, as required.

### **Leadership/Other**

- This position requires a commitment to detail, organizational skills, a 'Members First' attitude.
- Prepare the facility, plan, organize fun events such as swim competitions, games, and other special events.
- Create a safe and fun atmosphere for members and staff.

### **Preferred Qualifications**

Bachelor's degree in Physical Education, Recreation Administration, or equivalent years of experience

Current Aquatic Facility Operator Certification or Certified Pool Operator in Massachusetts.

Current certification in American Red Cross CPR and First Aid for the Professional Rescuer or American Heart Association Heart Saver CPR.

Swim America Program Director certification (American Swim Coaches Association) or Water Safety Instructor (American Red Cross).

Minimum of two years' experience as a manager of a public or private pool or equivalent setting; or experience as an assistant manager.

Must be able to stand for 8 to 10 hours and possess the ability to lift at least 50 pounds.

Job Type: Seasonal

Salary: \$25.00 per hour

Expected hours: 30 – 50 per week

Schedule:

- Day shift
- Evenings as needed

Experience:

- Lifeguard: 3 years (Required)
- Supervising experience: 1 year (Preferred)
- Management: 1 year (Preferred)
- Water aerobics: 1 year (Preferred)

Shift availability:

- Day Shift (Required)
- Night Shift (Preferred)

Ability to Commute:

- Watertown, MA 02472 (Required)

Ability to Relocate:

- Watertown, MA 02472: Relocate before starting work (Required)

Work Location: In person

If interested, please contact Michael Moffett [mmoffett@oakleycountryclub.org](mailto:mmoffett@oakleycountryclub.org)