



VESPER COUNTRY CLUB-AQUATICS DIRECTOR

Private Country Club along the banks of the Merrimack River in Tyngsboro, Massachusetts.

Active summer pool season from Memorial Day to Labor Day. We operate 6 days a week during the pool season, offer swim lessons and a competitive swim team for all ages.

The main pool has shallow and deep ends, no diving board or slides. In 2019, the club installed a state of the art splash pad with water features, new playground, synthetic putting green and new furnishings.

Vesper Country Club is a member owned club with 425 active members. The pool area is a focus of family activities and enjoyment. www.vespercc.com

Job Description

POOL MANAGEMENT:

- Hire and train lifeguards, ensure proper certifications and training.
- Hire and develop a team of swim coaches.
- Maintain Certified Pool Operator certification, Red Cross Life Saving, AED/CPR.
- Liaison with Pool Maintenance Company on weekly maintenance, chemical orders, opening and closing the pool and splash pad.
- Manage the pool and splash pad in accordance with the Town/State regulations. Balancing of chemicals to provide a safe environment, work with Health Department to adhere to pool operation codes, be proactive in preventative maintenance, ensure all standards are being met by the lifeguard team.
- Communications to the membership are vital. Updates on operational hours, swim lessons, summer program registration, swim team schedules and social events must be communicated in a timely and succinct manner.
- Develop a cohesive working relationship with member driven pool committee and department heads.
- Engage with the families to offer activities and games throughout the season. Keep the children active.
- Ensure cleanliness and organization of pool deck, entrances and locker rooms.
- Manage and securely store all pool chemicals.
- Ensure proper sign in sheets for guests of members and proper billing of guest fees, swim lessons and summer program registration.
- Maintain log books for pool incidents and chemical readings.
- Be proactive, engaging families poolside, listening and acting upon requests by the members.

- Develop a lifeguard team that is attentive to the safety of all members and guests but also engaging with the membership.
- Act as liaison with the other clubs Vesper competes with during the swim team season. We do host several swim meets throughout the season. Swim meets and any food and beverage, equipment needs need to be communicated to all department heads through the events coordinator.
- Participate in monthly department head meetings and committee meetings.
- Ensure that the opening and closing check off lists for the pool are adhered to.
- Relay any maintenance issues and the priority of the issue to Facilities Supervisor.
- Monitor with management team the information published on Club website to ensure accuracy and timeliness.
- High priority and focus is developing the swim team. The club is at a stage where kids have aged out and new families are joining and their children are getting in to swimming. Need to develop a team of competent and engaging coaches to oversee.
- Work directly with Assistant Manager on day to day issues.

Functional Capacities:

1. Responsible for managing labor costs.
2. Develop and maintain inventory system for pool chemicals, cleaning supplies, pool equipment, and other necessary supplies.
3. Ensure all sales are accounted for in a daily sales system via chits and reconciliation with monthly financials.
4. Works with the accounting department to ensure all record keeping procedures are consistently followed. Ensure timecards are accurate and processed on time.
5. Meet with GM as needed to discuss issues and areas of expenditure improvement.
6. Plans and directs special events such as holidays. Organizes and participates in end of year Awards Banquet in August.
7. Arranges a program for private and group swim lessons.

Knowledge and Skill Set Requirements:

1. Excellent knowledge of principles and practices of aquatics/pool administration.
2. The ability to plan, promote and evaluate aquatic recreation services for the pool.
3. Leadership skills
4. Attention to detail. Being proactive.
5. Ability to communicate effectively both orally and in writing.

Minimum Education/Prior Experience/Qualifications Required:

1. CPR-Adult/Child-Red Cross or AHA
2. AED-Adult/Child-Red Cross or AHA
3. First Aid-Red Cross or AHA
4. Bloodborne Pathogens-Red Cross or AHA
5. Certified Pool Operator

6. Successful completion or criminal, sexual offender registry background checks

Physical Requirements:

1. Ability to swim 500 meters or 30 minutes continuously.
2. Ability to swim 25 meters underwater continuously.
3. Ability to stand for extended amounts of time, up to 3 hours.
4. Ability to lift 40 pounds comfortably

COMPENSATION:

Competitive hourly rate up to \$30-\$35/hour

Holiday fund bonus of \$1,000

All uniforms and meals included

Cellphone allowance of \$50/month

Year end bonus based on criteria of Pool Committee and GM up to \$2,000

Flexible schedule contingent on team that is developed.

This is a seasonal position. Hiring of staff should be done in early April/May. Aquatics Director will need to manage time doing the hiring prior to opening based on hours needed. May 1-mid May more time will need to be allocated to position before full schedule is activated. Beginning of May the pool is prepared for the season, Health Department inspections conducted. Modified schedule until children are out of school. In season, operate Tuesday through Sunday 9am-7pm. Labor Day is last day of operations and then we breakdown pool area.

Seeking an engaging and high-energy individual who is creative, professional and a team leader.

Resume to:

Robert Pescatore, CCM

General Manager/COO

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