



JOB TITLE: Assistant Pool Director

REPORTS DIRECTLY TO: Pool Director

DEPARTMENT: Lifeguard

SUPERVISES: Lifeguards

Job Summary Overview

The Larchmont Yacht Club Assistant Pool Director is in charge of overseeing the daily operations of our pool. Responsibilities include managing employee schedules, delegating tasks to staff, and training new workforce members. The Assistant Pool Director must monitor the progress of all operations, enforcing the company's safety policies and regulations to maintain a safe and healthy environment for everyone.

Job Knowledge, Core Competencies and Expectations

- Broad knowledge and experience in pool chemistry, operation and management.
- Monitors and coordinates pool safety programs and risk management.
- Employs only those methods and teaching techniques outlined and approved by the American Red Cross.
- Thoroughly understands specific state and local laws and statutes regarding pool safety and inspections.
- Knowledge of and ability to perform personal role in emergency situations.

Job Summary: (Essential Functions)

Responsible for pool operations, including the safe and effective use of chemicals, swimming instruction, the club's swim team and summer camp swimmers. Supervise safe, clean, well-maintained and appealing club swimming facilities.

Essential Duties & Responsibilities

Job Tasks/Duties:

- Assists in pool opening and closing at the beginning and end of season.
- Assists in rendering First Aid according to the standards established by the American Red Cross.
- Attends departmental staff meetings.
- Develops and implements pool safety programs and schedules staff to provide adequate protection for members and their guests.



- Enforces club rules of safety and conduct.
- Maintains and keeps all necessary records concerning pool attendance, pool chemicals, accident reports, problem-member reports, lifeguard and instructor schedules, etc.
- Maintains proper chemical balance in pools and maintains mechanical equipment in coordination with the club's maintenance department.
- Manages pool area lost and found articles.
- Manages pool area, including lockers and changing rooms for cleanliness.
- Operates pool and surrounding area in compliance with OSHA requirements.
- Provides necessary orientation, training and evaluation for pool staff.
- Maintains presence during special pool events. Represents the club in activities as required.
- Performs other appropriate tasks assigned by the General Manager.

Education and/or Experience:

- Bachelor's degree in Education, Physical Education, Recreation Management or Health Sciences (or equivalent) desirable
- Two years of experience as an Assistant Pool Manager at a club of comparable size and stature, private club experience preferred
- Competitive swimming experience as either a coach or athlete is preferred but not essential.
- Lifeguard training and experience teaching swim lessons required.

Licenses and Special Requirements

- Must have current Red Cross Lifeguard Certificate, with current CPR/FPR certification.
- Certified Pool Operator certification (CPO) desirable

Physical Demands and Work Environment

- Working conditions are often hot, humid, slippery and wet.
- Able to work in a busy, noisy environment.
- Able to tolerate the smell of chlorine and frequent exposure to cleaning agents.
- Able to meet and perform the physical requirements and to work effectively in an environment, which is typical of this position.
- Frequent lifting, bending, climbing, stooping and pulling.
- Frequent repetitive motions.
- Continuous standing and walking.

Schedule



- Varied hours, including days, evenings, weekends, and holidays
- Fourth of July and Labor Day Weekends Required
- Season May 18, 2024- September 7, 2024

Salary

- competitive based on salary