



PELHAM COUNTRY CLUB

JOB DESCRIPTION

Pool Director
Pelham Country Club
Status: Seasonal

Definition:

The Head Swimming Coach supervises Swim Team, Pre-Team and Diving Team operations plus all related activities in accordance with the desires of the membership and in compliance with the State of New York and County of Westchester's health and safety guidelines and laws.

Supervision:

Under the current structure, the Head Swimming Coach reports directly to the General Manager & COO and works closely with him/her to manage the aforementioned teams in an efficient and professional manner. The Head Swimming Coach also works closely with the Pool Director, Director of Membership & Events, Camp Director, Assistant General Manager and Facilities Manager. The Head Swimming Coach may also assist other Club departments as needed.

The Head Swimming Coach must be able to work independently and be a self-starting problem solver. As required, he/she will seek information and refer unique problems/opportunities to the General Manager & COO for clarification or interpretation of policy and/or action.

The Head Swimming Coach accepts departmental-related operating recommendations and suggestions from the membership and informs the General Manager & COO about steps of action to be taken should such suggestions be approved for implementation.

Job Environment:

The environment at Pelham Country Club is focused on quality services with the emphasis on constant improvement and innovation. The Head Swimming Coach works to create an environment where employees are involved and enthusiastic, with open communications and respect for themselves, members, guests and the property.

The Head Swimming Coach maintains direct contact via telephone, e-mail or in-person with the management team and staff under his/her direct supervision.

The Head Swimming Coach works closely with the management team and staff to ensure that revenue, service and safety objectives are achieved. The individual participates in weekly department meetings and may also be asked to join weekly management meetings during the season.

General Duties:

- Fostering a healthy, positive and enjoyable atmosphere for competitive summer swimming.
- Recruiting, training, scheduling and supervising assistant coaches.
- Ensuring all team participants and assistant coaches adhere to Club rules and regulations as well as state and local health and safety guidelines and laws.

- Preparing the team roster in accordance with the eligibility rules of the Conference, to be submitted to the division representative by June 30.
- Providing the referee with a copy of the roster prior to every dual meet.
- Planning and supervising daily team practice: Swim Team, Pre-Team and Diving Team.
- Preparing line-ups and direction for: one (1) time trials, five-six (5-6) dual meets, invitational meets, four (4) days of County Championships, four (4) days of Conference Championships.
- Attending: Three (3) Conference coaches meetings and one (1) County coaches meeting.
- Conducting a meeting with parents and a kick-off Swim Team picnic or similar function.
- Supervising, scheduling and assigning lessons.
- Attending and helping to organize the Swim Team Awards Dinner.
- Organizing and supervising Camp swim lessons.

Minimum Qualifications:

- High school diploma or equivalent. College degree preferred.
- Lifeguard Certification.
- Experience supervising swim teams.
- Private country club work experience preferred.
- Computer literate in a Windows environment.
- Able to read, comprehend and carry out instructions.

Necessary Knowledge, Ability and Skill:

- Knowledge and understanding of all Conference rules and procedures.
- Understanding of swimming pool operations.
- Able to train, motivate and supervise.
- Strong oral and written communication skills.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk, hear and move about freely in an outdoor environment and a multi-floor building. The employee is frequently required to visually observe the condition of his/her surroundings. He/she is routinely required to bend, stoop, stand, walk, carry and lift objects weighing 50 pounds or less. It is inevitable that other duties will arise from time to time. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, technological developments, etc.).

Interested parties should email a resume and CV Letter to Bill Ceriello, GM/COO, at bceriello@pelhamcc.com .