



# WESTWOOD SWIM & TENNIS

592 Columbus Ave.  
Thornwood, NY 10594

[www.westwoodswim.com](http://www.westwoodswim.com)

914-769-4577 (Memorial Day to Labor Day only)

## Pool Director Job Description

**Pre Season**

**In-Season**

**Post Season**

Westwood Swim and Tennis is currently searching for a Pool Director to oversee the club's recreational aquatics and facility operations. Established in 1957, Westwood is a private swim and tennis club located in Thornwood, NY in Westchester County.

### **Job Description:**

The Pool Director position is a full-time, salaried position. The Pool Director is responsible for leadership and management of Westwood's operations and facilities. The Director is responsible for ensuring that Westwood is a safe and enjoyable experience for members and their guests. This position reports directly to a member-appointed Board of Trustees to achieve the Club's mission and vision.

The Pool Director is responsible for day to day operations, facilities management, hiring, training, and managing of staff, as well as working collaboratively with the board of directors. This position requires a willingness to work flexible hours, particularly during the high season (May-September), which requires more hours than the low season (Oct-Apr).

The ideal candidate will have a balance of leadership, management, administrative and interpersonal skills. The ability to communicate and plan across multiple teams and stakeholders is critical to the smooth operations of the club.

### **Key Responsibilities:**

#### Personnel Management & Administration

- Hire, train, supervise, and schedule staff that may include assistant directors and lifeguards.
- Lead staff meetings and ensure all required training is conducted; verify and update staff certifications.

#### Facilities and Pool Operations

- Ensure facilities maintenance and staffing levels will support pool and facility operating hours for member use and club activities.
- Ensure compliance with all federal, state, and local regulations and certifications for safe and healthy operations of the pool, facilities, grounds and equipment.

#### General Management & Administration

- Propose and manage the budget for labor, supplies, maintenance, and equipment. Collaborate with Board members to plan for anticipated major facility and equipment maintenance, repair, and replacement needs.
- Manage day to day operations of summer activities, which may include, open swims, lap swims, swim and dive lessons, swim team practices and meets, and party rentals
- Plan, organize and execute events such as our annual Family Day and pre-teen splash parties.



# WESTWOOD SWIM & TENNIS

592 Columbus Ave.  
Thornwood, NY 10594

[www.westwoodswim.com](http://www.westwoodswim.com)

914-769-4577 (Memorial Day to Labor Day only)

## **Required Qualifications, Skills & Training:**

- Demonstrated experience in leadership and/or management positions involving strategic planning.
- 5+ years of experience directly supervising 2+ employees and ability to foster accountability.
- Two years of college-level coursework or any equivalent combination of training, education, and experience.
- Successful track record of managing projects or programs.
- First Aid and CPR Certification (prior to starting work).

## **Desired Qualifications:**

- Experience in the operation and maintenance of swimming pools and associated equipment; the health and safety standards and practices relating to the operation of pools.
- Lifeguard certification. Experience as a lifeguard and swimming instructor and/or experience directing activities at swimming pools.

## **License, Certification, and Other Requirements:**

- Early morning, weekend, or evening work may be required.
- Required to have basic knowledge of First Aid and the ability to swim.
- Current, valid Driver's License.
- Aquatic Facility Operator (AFO) Certification (Westwood will support post-hire if necessary).

## **How to Apply:**

If you are interested in becoming part of the Westwood team, please send your resume and cover letter to:  
[info@westwoodswim.com](mailto:info@westwoodswim.com)