

Robin Hood Swim Club
225 Mowbray Rd
Silver Spring MD 20904

Pool Manager Position Summer of 2019
Report to the Robin Hood Swim Club Board

Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including personnel management and training. Duties involve all swimming pool operations, pool set up in May, assist with pool closure in September, first aid, scheduling of staff, janitorial duties, pool maintenance including daily chemical analysis/testing, pool cleaning, cleaning of bathrooms and office, and operation of the snack bar.

Essential Functions:

- Prepare all work schedules for the lifeguards
- Order and maintain all pool chemicals
- Assist with hiring of lifeguards
- Report hours, days, and times worked by life guards to the Pool accountant
- Conduct safety trainings
- Track pool attendance, balance cash drawer, and maintain guest passes
- Coordination with staff on all first aid and documentation
- Maintain discipline at the pool facility and supervise all staff to enforce policies and rules
- Document and report all accidents and all disciplinary actions; and report all to the Pool Board
- Maintain a clean pool, deck, and locker room
- Other duties as deemed necessary or as required

Qualified candidate should have a current Montgomery County Pool Operators license, certification in CPR and first Aid, and Lifeguard certification.

Opportunity to direct the Robin Hood Swim Lesson Program if interested and have the experience.

Send name, phone number, home address, and work history to:

Dan Langan
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