

Brookside Swim and Tennis Club in Yardley, PA is seeking qualified applicants to be considered for a full-time **Summer Pool Manager** position.

Brookside Swim & Tennis Club is a privately held membership only club overseen by a Board of Officers and Trustees. The club is open to members from Memorial Day to Labor Day. Facilities include two pools, tennis and basketball courts, picnic and barbecue area, and children's playground. The club's swim and dive team hosts meets during the summer season. Family, children, and adult activities are planned and coordinated throughout the season by the Board and operated in conjunction with the club's staff and member volunteers.

A Pool Manager employed with Brookside Swim and Tennis Club is responsible for the efficient and effective operation of the pool facility. This position is responsible for the health, safety, and welfare of those using the club's swimming pool. The Pool Manager is responsible for carrying out all of the workplace expectations and policies of Brookside Swim and Tennis Club. This position is also required to work a minimum of 40 hours per week.

Duties and Responsibilities

- Manage all aspects of the club which include directly overseeing the pool operations, ground maintenance, opening/closing of the pool, and club sponsored events;
- Responsible for the daily maintenance of the pool, club house and grounds, including appropriate testing and compliance with regulatory requirements;
- Design and manage staff schedules in line with staff availability, operational requirements, and budget limitations; enforce employment regulations; and report payroll information in a timely and accurate manner to the Club Treasurer;
- Communicate regularly with the Board regarding pool safety, staff, facilities maintenance, pool and other activities, and membership issues. Communication is done via formal monthly Board meeting attendance and ongoing dialog throughout the season and year;
- Maintain and complete accurate records of pool operations including time sheets, daily reports, incidents, attendance, finances, and required records for Health Department;
- Plan, organize, and promote activities (swim lessons, special events, and pool parties).

Qualifications

- Bachelor's Degree or equivalent years of experience preferably as Pool or Club Manager
- Required Certifications:
 - Certified Pool Operator
 - CPR and First Aid
 - Lifeguard & Swim Instructor Certification
- Possess knowledge and experience in pool management operations; general management experience preferred;
- Demonstrates solid character, positive demeanor and has a sincere passion, enthusiasm and leadership experience to manage and build a collaborative customer service minded team;
- Excellent communication, problem solving, and interpersonal skills for interacting with staff, members, guests, and outside vendors.

For consideration, send your resume to communications@brooksideswimandtennis.com