

## **Tanglewilde Recreation Center**

### **Pool Manager**

#### **JOB DUTIES**

- 1.1. The Pool Manager will work with the TRC Board to assure a safe and clean swimming facility for the residents of Tanglewilde and other patrons.
- 1.2. The Pool Manager will be responsible for managing staff, including:
  - 1.2.a.1. Hiring, firing, or laying off of all staff as necessary.
  - 1.2.a.2. Performing employee evaluations at regular intervals.
  - 1.2.a.3. Scheduling all employees for regular shifts and on-call times.
  - 1.2.a.4. Assigning duties to all employees.
- 1.3. The Pool Manager will be responsible for Facilities Operations, including:
  - 1.3.a. Maintaining pool operating hours and scheduling any special operating hours or events.
  - 1.3.b. Assign and manage staff who will be responsible for, at a minimum, pool water safety and clarity, lifeguard policies, swim lessons, and any other swimming activities
  - 1.3.c. Communicating any issues with pool safety, plumbing or maintenance requiring additional assistance with the Pool Liaison in a timely manner.
  - 1.3.d. Maintain a clean and safe facility.
  - 1.3.e. Provide a welcoming environment for all patrons.
  - 1.3.f. Concessions, if provided. Concessions are limited to those that do not require a food handlers credentials.
  - 1.3.g. Other items for sale, if provided.
- 1.4. Financial
  - 1.4.a.1. Collect membership and day usage fees according to the pricing schedule adopted by the TRC Board; Maintain a current and accurate financial account using Square Banking Services software; Ensure that prices match the printed price schedule: Charge sales tax as applicable.
  - 1.4.a.2. Provide reports to the TRC Board's bookkeeper, Carol Bloedel, at her request.
  - 1.4.a.3. Maintain a Petty Cash Account. All expenditures shall be accounted for with receipts. Receipts shall be kept and provided to Carol Bloedel.
  - 1.4.b. A Tanglewilde Recreation Center credit card will be provided. All expenditures shall be within the operating budget provided by the TRC Board. Any additional expenses

shall require approval from the TRC Board. All receipts shall be kept and provided to Carol Bloedel.

1.5. Communications

- 1.5.a. Maintain an open line of communication with the Pool Liaison, Park Liaison, and TRC Board members.
- 1.5.b. Create and utilize an email distribution list for Tanglewilde Recreation Center members and guests. This should be, at a minimum, used to let patrons know of schedule changes and unexpected closures.
- 1.5.c. Keep the Facebook page and other social media accounts up to date.
- 1.5.d. Passwords for any TRC owned/managed accounts, including email, computer logins, etc. shall not be changed.
- 1.5.e. Create and maintain a desk manual outlining processes and procedures for all facility operations.

1.6. End of Season Procedures

- 1.6.a. Leave the building clean, organized, and ready to open at the next season.
- 1.6.b. Work with staff, the TRC Board, and neighborhood volunteers to winterize the pool.