



## **LCC Pool Director Job Description**

### **2023 Season**

**Contact: Helen Shu, Pool Chair - shu.helen@gmail.com**

*The Litchfield Country Club is a member-run organization located at 256 Old South Rd. in Litchfield, nestled within the White Memorial Nature Conservancy. The Club includes a 9-hole golf course, four clay tennis courts, 2 platform tennis courts, swimming and wading pools. There is a robust Junior Sports program which, during the 2021 season, served over 100 kids ranging in age from 4 to 17 years, with clinics for tennis, golf and the swim team (non-competing during Covid).*

The Pool Director will be responsible for the efficient and effective operation of the entire pool facility. This position is also responsible for the health, safety and well-being of those using the Club's swimming pool.

This position is under the direct supervision of the Pool Chair. The Pool Director is responsible for following and carrying out all of the Club's policies and procedures.

The LCC pool season runs Memorial Day weekend through Labor Day weekend and the pool is open daily throughout the season (weekends only until June 19 - or subject to Pool Director and lifeguard availability). **The Pool Director position is a seasonal full-time position that begins in mid-May and runs through mid-September.**

### **Minimum Qualifications**

- At least 21 years of age
- Current American Red Cross Lifeguard, First Aid and CPR/AED Certification
- Strong organizational, interpersonal and leadership skills
- Flexibility to work weekends and/or evenings as required to meet the demands of the job
- Previous managerial experience preferred

### **Responsibilities**

- Supervise the activities of the pool staff and swimmers by enforcing the LCC rules and regulations.
- Plan, organize and promote aquatic programs/activities (swim team, private/group lessons, water aerobics) and work with the Pool Committee on the planning of pool parties.
- Manage all aspects of the swim team program, including actively coaching all practices, setting warm-ups, and the scheduling and managing of swim meets. The coach will also manage group swimming lessons, for those young swimmers who are not quite ready to swim competitively. These group lessons occur concurrently with the Swim Team practices in a separate lane and are ideally taught by the lifeguard staff.
- Perform duties as swim instructor and lifeguard, as needed.
- Interview, hire, train, schedule and supervise all pool staff. The Director will ensure that all pool staff are Red Cross certified and properly trained in their duties, and will provide ongoing training as needed throughout the season.
- Prepare all work schedules for lifeguards and ensure proper staffing during pool hours.

- Maintain the pool deck, pool house and surrounding pool area during the season. This includes, but is not limited to, cleaning and setting up the pool furniture, setting up the bulletin boards and swim team/lesson sign-up sheets, daily care and maintenance of the pool area, as well as cleaning and putting everything away at the end of the season.
- Daily monitoring of the water level, the chemical balance in the pool, and being alert to any safety hazards. Any mechanical malfunctions are to be reported to the Pool Chair immediately, in writing, who will be responsible for scheduling service.
- Maintain complete accurate records of pool operations, including time sheets, attendance of members and guests, and daily reports of any accidents or incidents.
- Inform the Pool Chair in writing of any pool closings, incidents or concerns.
- Adhere to LCC's expectations encompassing communication, working relations, job reliability and initiative, safety, accomplishment of work tasks, and supervision.
- Inventory and recommend for purchase all necessary forms, supplies and equipment.
- Work collaboratively with other staff with regard to the Junior Sports Program (tennis/golf/swim).
- Director is to be present at all weekend pool events and as needed on holiday weekends.
- Closing the pool in the event of inclement weather. The Director will provide the lifeguards with instruction for such closures.
- Enforce the Club's Pool Rules. In the Director's absence, the senior lifeguards are responsible for enforcing the Club's Pool Rules, and must be familiar with them.
- Assist members and guests in a professional and courteous manner.
- Any other additional duty required by the Pool Chair.

### **Skills**

A positive and enthusiastic attitude is required to excel in this role. The Pool Director must have knowledge of water hazards, lifesaving techniques and first aid, recognize hazardous situations and adopt effective courses of action.

This position also requires effective communication (written and verbal) skills and the ability to engage positively with all staff, members & guests. Strong organizational skills are essential.

### **Physical Demands**

This position requires that the individual is physically and mentally able to perform the essential duties of this position without excessive absences.

While performing the duties of this position, the employee is frequently required to sit, kneel, stand, stoop, communicate, reach, and manipulate objects (such as pool furniture). The position requires mobility. Duties require attentiveness to visual and audible cues for recognition and identification of swimmers in distress or in process of unsafe behaviors. This position requires proficient swimming ability and the proper application of rescue and first-aid techniques.

This position offers a competitive seasonal salary, negotiable based upon experience. Interested parties are asked to reach out to Helen Shu directly ([shu.helen@gmail.com](mailto:shu.helen@gmail.com)) including resume and brief cover letter.