

Assistant Pool Manager Job Description

Location: Monte Sano Club & Pool

Position Type: Seasonal/Part-Time

Updated 2/8/2026

Primary Responsibilities:

1. Staff Support & Supervision:

- Assist the Pool Manager in recruiting, hiring, and training seasonal pool staff, including lifeguards.
- Help develop and maintain staff schedules to ensure adequate coverage during operating hours, swim lessons, and special events.
- Ensure that either the Manager or Assistant Manager is on-site during pool operating hours, approximately 80 hours per week combined.
- Be present on-site for a minimum of 20 hours weekly, supporting operations and staff needs. Supervise and evaluate staff performance, addressing minor concerns and escalating larger issues to the Pool Manager.
- Assist in ensuring completion of seasonal, monthly, weekly, and daily job checklists as developed by the Manager.
- Help lead staff meetings and training sessions, including the beginning-of-season staff meeting and monthly staff updates.
- Promote a positive and productive work environment.
- Maintain a clean, safe, and functional pool and surrounding areas for members.

2. Pool Operations:

- Oversee and support lifeguards and staff in completing daily operational tasks such as opening and closing procedures, chemical testing, cleaning of facilities, and maintenance checks.
- Ensure staff adheres to health and safety regulations, maintaining proper chemical levels and functioning safety equipment.
- Work closely with the Pool Manager to report and coordinate necessary repairs and upkeep of pool facilities.

3. Member Relations & Discipline:

- Enforce pool rules and regulations fairly and consistently to maintain a safe and welcoming environment.

- Address minor member complaints or rule violations promptly and escalate significant issues to the Pool Manager.
- Build positive relationships with members by maintaining open communication and a welcoming attitude.
- While on-site, serve as the primary point of contact for members and guests when on-site, assisting with concerns, complaints, and suggestions professionally.
- Assist in guest check-ins and monitoring guest access to ensure adherence to club guidelines.

4. Monthly Meetings with MNSO Board:

- Work in collaboration with the manager for reports to provide to the pool board.
- Provide updates to the Manager on pool operations, staff performance, and member feedback as needed.
- Support the Pool Manager in implementing board recommendations for activities and improvements.

5. Programming & Pavilion Rentals:

- Assist in managing pavilion rental requests, coordinating schedules, and communicating with members and the board.
- Help oversee logistics for seasonal or holiday events, including staffing, grounds and pool maintenance, and overall safety.

6. Administrative Support:

- Maintain accurate records of daily operations, including incident reports, staff certifications, and chemical logs.
- Assist the Pool Manager in developing and implementing operational policies and procedures.
- Help ensure coordination between club management and pool operations.

7. Emergency Preparedness:

- Help train staff on emergency procedures, including CPR, first aid, and water rescue protocols.
- While on-site act as a primary responder during emergencies, assisting in documentation and follow-up.

Qualifications:

- Minimum age: **18 years** (preferred).
 - Previous experience in pool or recreational facility operations (preferred).
 - Current certifications in CPR, BLS (Basic Life Saving), First Aid, and AED (required or willingness to obtain). If training is needed it will be provided by the pool board.
 - Strong interpersonal, leadership, and communication skills.
 - Knowledge of pool maintenance, water chemistry, and local health regulations (preferred).
 - Ability to work flexible hours, including weekends and holidays, as needed.
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Working Conditions:

- Work is primarily outdoors in a pool environment, with exposure to varying weather conditions.
 - Must be able to stand, walk, and supervise activities for extended periods.
 - Requires occasional lifting of supplies or equipment (up to 50 lbs).
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To Apply:

Interested candidates should submit their resumes detailing their experience and qualifications: <https://forms.gle/2SMgoy8u4r3hZ44a7>