

Pool Manager Job Description

Location: Monte Sano Club & Pool

Position Type: Seasonal/Part-Time

Updated 2/9/2026

Primary Responsibilities:

1. Staff Management:

- Recruit, hire, and train seasonal pool staff including assistant manager lifeguards.
- Develop and maintain staff schedules to ensure adequate coverage during operating hours and special events.
- The Manager or Assistant Manager must be on the grounds, at all times, while the pool is open, for approximately 80 hours.
- The manager must be on-site a minimum of 20 hours weekly.
- Supervise and evaluate staff performance, addressing concerns or issues promptly and professionally.
- Ensure completion of seasonal, monthly, weekly, and daily job checklists created by the Manager in conjunction with board members.
- Conduct beginning-of-season staff meetings, and staff training along with monthly staff meetings to communicate expectations, safety procedures, and updates.
- Foster a positive and productive work environment.
- Provide a clean, safe, and functioning pool and grounds for members.

2. Pool Operations:

- Oversee completion of daily pool operational tasks, including opening and closing procedures, chemical testing, cleaning of facilities, and maintenance checks.
- Ensure compliance with health and safety regulations, maintaining proper chemical levels and safety equipment.
- Coordinate with the pool board (operations, maintenance, and management) for repairs and upkeep of pool facilities.
- Responsible for completing payroll for all pool staff.
- Responsible for scheduling the manager, assistant manager(s), and lifeguard hours.

3. Member Relations and Discipline:

- Enforce pool rules and regulations fairly and consistently to maintain a safe and welcoming environment.
- Address member complaints or rule violations promptly, implementing disciplinary actions as necessary following club policies.
- Foster positive relationships with members by maintaining open communication and a welcoming attitude.
- When on-site, serve as the main point of contact for members and guests, addressing concerns, complaints, and suggestions professionally.
- Handle guest check-ins and monitor guest access to ensure adherence to club guidelines.

4. Monthly Meetings with MNSO Board:

- Attend and actively participate in monthly meetings with the Monte Sano Club & Pool (MNSO) Board monthly April -September
- Provide updates on pool operations, staff performance, and member feedback.
- Collaborate with the board to align pool activities and policies with club goals and initiatives.

5. Programming and Pavillion Rentals:

- Manage pavilion rental requests, ensuring proper scheduling and communication with members and the board.
- Collaborate with the board and pool staff before and during seasonal or holiday events to include adequate staffing, grounds and pool maintenance, and overall safety.

6. Administrative Duties:

- Maintain accurate records, including incident reports, staff certifications, and chemical logs.
- Develop and implement policies and procedures to ensure smooth operations.
- Coordinate with club management to align pool operations with overall goals.

7. Emergency Preparedness:

- Train staff on emergency procedures, including CPR, first aid, and water rescue protocols.
- Act as the primary responder during emergencies, ensuring proper documentation and follow-up.

Qualifications:

- Minimum age: 21 years (preferred).
 - Previous experience in pool or recreational facility management.
 - Current certifications in Lifeguarding, CPR, BLS (Basic Life Saving), First Aid, and AED (required).
 - Strong leadership, organizational, 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 resume detailing their experience and qualifications to <https://forms.gle/2SMgoy8u4r3hZ44a7>