



Hamilton Lakes

SWIM & TENNIS CLUB



Club Manager Job

A prominent Greensboro, NC swim and tennis club with over 500 families is looking for a Club Manager. The Manager should be a self-starter, possess strong marketing, people, organizational and computer skills. This position requires the ability to direct daily operations of swimming pool management, including the staffing of lifeguards and aquatic personnel. The Manager should be comfortable working with members and staff in a friendly yet discrete and professional manner. This position reports to a very pro-active Board of Directors and this Manager is expected to be an integral part of the team.

Club Manager Job Requirements:

- Self-starter and highly motivated.
- Strong administrative, financial and record keeping capabilities (i.e. accounts, time sheets, membership dues, etc.)
- Experience working as a lifeguard and/or working with lifeguards, or with young people in another field, such as coaching, is desirable.
- Ability to prioritize, manage many tasks, and direct daily operations of business.
- Effective written and oral communications skills (i.e. reports, minutes, web postings, e-vites, presentations, etc.)
- Computer and electronic skills are required including but not limited to Microsoft Access, Word, Excel and Outlook.
- CPR and NSPF CPO certification required before start of 2020 season.
- College degree preferred.

Club Manager Responsibilities:

- Human Resources - recruit and hire aquatic staff required to manage swimming pools.
- Facilitate Training - organize and oversee the training of staff in aquatic safety, swimming pool operation, lifeguard techniques, and customer service.
- Opening Pools - prepare swimming pools at the start of the season for opening, including compliance with local codes for permitting.
- Oversee Pool Operations - ongoing support and project management of customer swimming pools including lifeguard staffing, pool maintenance, cleaning, aquatic safety audits, swimming pool management client satisfaction, swimming pool water chemistry management and swimming lessons.
- Pool Supervision - supervise lifeguard staff and operations of swimming pools to assure a safe, clean and customer satisfied environment.
- Closing Pools - close swimming pools at the end of the swim season and prepare pools for winter.
- Customer Service - Guarantee board / member satisfaction with the operation of the swimming pool before, during, and after the swim season.
- Financial Management – manage, and responsible for, revenue and expenses for the Club including procurement of goods and services for many aspects of daily operation.
- Organization and Administration - manage office administration including scheduling and payroll for lifeguards, weekly reports, sales management, and office operation.
- Marketing - keep abreast of national club trends regarding fees, programs and services. Offer marketing strategies to recruit and retain membership and generate additional club revenues
- Repair and Maintenance - manage repair and maintenance of swimming pools to make certain each pool meets respective swimming pool safety codes and operational requirements.

Compensation:

Commensurate with experience and skills. Flexible hours weighted heavily in summer months (May – September). Must be able to work day and weekend shifts.

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www.hamiltonlakes.org