

## **General Manager (Year-Round) Swarthmore Swim Club**

### **Position Overview**

Swarthmore Swim Club is seeking qualified candidates for a new, year-round General Manager to lead our almost 70-year old member-owned community pool. This position will report directly to the club's Board of Directors and will be guided and supported by the Board in executing its responsibilities. It will also be supported by a seasonal management staff consisting of an office manager, a grounds manager, and several assistant managers.

### **Responsibilities**

#### *Membership Management and Member Relations*

- Be “face of SSC” to the membership – handling questions, issues, and requests from the membership; review and respond to member emails or triage to Board or Office Manager as appropriate
- Manage membership annual enrollment, bondholder roster, and waitlist through PoolDues electronic platform
- Handle membership communication, with support from Office Manager and Board as needed, including pre-season emails, weekly newsletters in season, and regular in-season updates regarding closures, events etc.
- Maintain website and social media accounts, with support from Board and Office Manager
- Work with Board to encourage member engagement in Club planning, events, and volunteer activities

#### *Staff Management*

- Work with Personnel Committee to identify and hire Office Manager, Grounds Manager, and Assistant Manager positions as needed
- Hire seasonal lifeguard and snack bar staff, in collaboration with Office Manager
- Serve as direct line manager for Office Manager, Grounds Manager, and Assistant Managers
- Support Office Manager and accountants in overseeing time cards, payroll, and petty cash
- Work with Grounds Manager and staff in season to ensure pools, bathrooms, and grounds are clean, safe, and fully functional
- Manage lifeguard staff; organize lifeguard training and safety meetings/briefings, provide rule clarifications and reminders, install signage updates etc.
- Supervise staffing calendar creation and updates handled by Office Manager, ensuring staffing levels are adequate to meet safety requirements and member expectations
- Oversee snack bar operations, including inventory and cash management
- Manage other personnel matters as needed, in coordination with Board Chair and Personnel Committee

#### *Vendor & Facility Management*

- Coordinate, in cooperation with other staff/Board members as appropriate, all third-party vendor services on- and off-season, including: landscaping/tree work, pool maintenance, concessions vendors, payroll/accounting services, trash collection, food truck/event vendors,

storage, plumbing and electrical, grounds/concrete, utilities, signage, apparel etc.

- Complete annual DCHD certifications for swimming pools and food service operation, coordinating as necessary with water testing agency and county inspector.

#### *Event Management*

- Manage and lead events with the help of assistant manager leaders, Board members, and member volunteers, including the Water Show, movie nights, Fourth of July, Food Truck Fridays, Sunday Suppers etc.
- Coordinate free introductory group swim lesson program for kids

#### *Other*

- Coordinate local camp visits during season
- Identify and work with the Board to execute on new revenue-producing and community-building concepts, such as retail sales, community partnerships, and off-season events.
- Attend and participate in monthly Board meetings

#### **Job Type/Hourly Expectations**

- Part-Time Position: averaging 20 hours per week across the calendar year, with expected seasonal fluctuation
- On-site presence during peak days (Memorial Day, July 4<sup>th</sup>, Labor Day, major pool events, etc.)
- On-site availability on as-needed basis during off-season to meet vendors and oversee set-up and clean-up days
- Attain a Lifeguard Certification and Food Manager Certification
- Note: not expected be on site all summer due to other management staff

#### **Qualifications**

- At least 3-5 years in management or leadership role working with staff, members, and/or clients
- Swim club management and/or hospitality experience preferred
- Computer/internet proficiency required and social media experience preferred
- Comfortable giving clear direction to staff members and delegating from large task lists
- Comfortable handling suggestions and comments from Board members and pool members in a professional manner
- Certified lifeguard and food manager, or willingness to obtain both certifications (reimbursed by SSC)
- Physical requirements: must be able to lift and carry or otherwise move up to 50 pounds occasionally, work in confined spaces and in proximity to loud noises or equipment, move safely over uneven terrain or in confined spaces, work in hot temperatures, and see and respond to dangerous situations.

#### **Compensation**

- Annual Salary commensurate with experience, but expected range of \$35,000 to \$40,000 (paid bi-weekly through direct deposit)
- \$250 incentive upon completion of Lifeguard Certification
- Courtesy family membership for all members household

To apply, please send a resume and a brief email statement of interest to the Swarthmore Swim Club Board of Directors Personnel Committee at [jeffreyworlando@gmail.com](mailto:jeffreyworlando@gmail.com).

Swarthmore Swim Club provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.