

Burlingame Country Club

Job Description

JOB TITLE: Director of Aquatics

DEPARTMENT: Swimming Pool

SUPERVISES: Pool Staff – Lifeguards – Swim Coaches

REPORTS TO: Clubhouse Manager/General Manager

JOB SUMMARY: Supervises lifeguards; supervises safety, cleanliness and aesthetics of Club swimming facilities. Manage summer swim programs and activities including Swim lessons, Swim Team and other swim programming; schedules and coordinate swim meets. Conduct swimming classes and individual swimming lessons in a safe and responsible manner. Observes Club safety rules and guidelines. Coordinate and manage summer youth camp and programs.

JOB TASKS:

General

- Maintains a courteous, polite and helpful relationship with all members and guests
- Working knowledge Club policies and guidelines as outlined in the Burlingame Country Club Employee Handbook and Emergency Action Plan.
- Create a positive image by keeping physically fit and well groomed.
- Hires, trains, supervises and evaluates all aquatics staff, lifeguards and coaches
- Completes and processes all pool staff paperwork and payroll in a timely manner.
- Formulates weekly work schedules and rotation schedules for all pool employees
- Delegate responsible lifeguards to open and close the facility as dictated by hours of operation.
- Maintains correct payroll records
- Enforces club rules of safety and conduct
- Plans and directs special events and represents the club in activities as required
- Registers members at pool and charges for all guests, lessons, etc.
- Develops an annual operation and staffing budget to be approved by the General Manager; takes corrective actions as necessary to assure that budget goals are attained
- Orders and sells swim suits, suntan oil, sunglasses and other pool accessories; keeps accurate accounting records of sales.
- Coordinates Swim Banquet programs and awards
- Attend and participate in Swimming Pool Committee meetings
- Report any unusual situations to the Clubhouse Manager.
- Monitors with the maintenance staff proper chemical balance in pools and monitors mechanical equipment in coordination with the club's maintenance department
- Act as an instructor and lifeguard when necessary
- Maintains and keeps all necessary records concerning pool attendance, pool chemicals – ph and chemical levels, accident reports, problem-member reports, class records, lifeguard and instructor schedules, time cards, etc.
- Alert maintenance department of all problems and need which cannot be solved by existing staff.

- Develops and implements pool safety program and schedules staff to provide adequate protection for members and their guests.
- Employs only those methods and teaching techniques outlined/approved by the Red Cross
- Assist in rendering first aid according to the standards established by the American Red Cross and American Heart Association.
- Performs other tasks as requested by management

Swim Program:

- Promotes and Coordinates the summer swim team program
- Writes seasonal swim communications to members about lesson dates, class times and fees
- Writes and sends post-season letter to members to encourage the continuation of building their children's skills through lessons
- Keeps attendance records of members and children attending lessons
- Arranges a program of private and group swim, water polo, diving lessons or any other programming
- Charges members for all lessons
- Orders and distributes swim team uniforms
- Reads lineups during swim meets

Youth Programs:

- Develops, promotes and manages swim portions of summer youth and sports camp programs

Supervises:

Assistant Pool supervisor/head guard, Lifeguards, Swim/Camp counselors

Required Education:

Must be 18 years of age or older

Must have Red Cross Lifeguard Certificate

Preferred:

American Red Cross Progressive Swimming Instructor Certificate

American Red Cross Basic First Aid,

American Red Cross CPR Card including training on AED units

Working Conditions:

- Working conditions are often slippery and wet.
- Able to work in a busy environment.

Special Requirements:

- Must be able to work a flexible schedule and/or overtime if needed.
- Must be able to work weekends and holidays.
- Must work well with others as a team and help co-workers when needed.
- Must be courteous and tactful at all times.
- Perform other duties as requested or required by the Clubhouse Manager or General Manager

PHYSICAL FUNCTIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Proficient swimmer and ability to demonstrate most swimming strokes
- While performing the duties of this job, the employee is occasionally required to stand, walk, climb stairs, balance, stoop, kneel, crouch, crawl and/or sit up to 10 hours per day.
- Use hands to finger, handle, or feel objects, tools and/or controls.
- Reach with hands and arms.
- Hearing and talking sufficient enough to communicate with members, guests, and co-workers.
- Specific vision abilities include close vision, vision sufficient enough to read, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to push, pull or lift up to 40lbs.
- Independent mobility through out the Clubhouse

How to Apply for this Position

Interested candidates should submit a resume and a thoughtful, detailed cover letter describing their alignment with the qualifications outlined in this profile and the reason for their interest in the Director of Aquatics position at Burlingame Country Club.

Email resume Preferred - The resume and cover letter should be saved separately in Word or PDF files and sent to:

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