



DUNN LORING SWIM CLUB JOB DESCRIPTION ASSISTANT MANAGER

Assistant Manager reports directly to the Pool Manager who reports to Personnel Committee and/or Members of the Board of Directors. The Board of Directors reserves the right to dismiss an Assistant Manager at any point during the season.

Assistant Managers must be certified in the following before their first day of work: *Pool Operators Permit and Lifeguard, CPR and First Aid Certifications.*

As an Assistant Manager, you will be expected to work with and support the Pool Manager in support of the following:

- Promote safety for all members and guards at all times.
- Read and *follow* the Dunn Loring Swim Club Employee Handbook;
- Work with the Pool Manager to ensure that all lifeguards have up to date certifications;
- Coordinate with the Pool Manager and the Personnel Committee a pre-season kick off meeting for Guards and Staff to review roles & responsibilities and build a sense of team;
- Understand that rules pertaining to lifeguards also pertain to Managers, such as participation in Red Man Drills, Private Lessons, etc;
- Be on time for your scheduled shift;
- Enforce and follow all pool rules;
- Administer CPR and/or First Aid as necessary; Perform and support rescue from water as needed;
- Oversee Chemical Readings, order chemicals as needed, maintain chemical logs and dispense chemicals following proper procedures as required;
- Ensure cleanliness of pools and pool grounds;
- Help organize and implement staff trainings;
- Ensure that all guards are tested (red man drills) at least twice during the season;
- Help Oversee the administration of patch tests;
- Help to maintain and keep abreast of "Managers notebook" used by Managers 'On Duty' to convey shift reports to one another;
- Work with the Pool Manager to compile mid-season and end-of-season performance reviews on lifeguards;
- Help to supervise the set-up and take-down of the pool for swim/dive meets and social events;
- Support staff performance and report any issue to the Personnel Committee;
- Report any maintenance issues in the maintenance log;
- Assist Pool Manager in providing a monthly maintenance issue report to the Personnel Committee to be reviewed at the monthly board meeting;
- Help to organize screening and oversee group swim lessons, as required in the Employee Handbook;
- Interact with all members and lifeguards in a professional and courteous manner;
- Other duties as assigned.

Understand that there is a policy with regards to the number of hours lifeguards will be required to work this summer. Full time lifeguards are **required** to work no less than 34 Hours per week. Part time lifeguards are **required** to work between 18 and 33 hours per week. As an

Assistant Manager, you will be **required** to work no less than 34 hours per week. **ONLY** Full time lifeguards, Assistant Managers, and Managers who work their required hours each week will be permitted to teach private lessons and only when they are not on duty.

It is **highly** encouraged that Managers work lifeguard shifts on as needed basis to demonstrate to other lifeguards exactly how and what lifeguards need to do when on duty.

As an Assistant Manager at Dunn Loring Swim Club, you are required to wear the approved Dunn Loring Swim Club lifeguard suit. You may wear an approved suit from a previous year or purchase a new one for the season. You **must** wear your approved lifeguard suit and/or shirt at all times while on duty. A lifeguard whistle will be provided for you, which **must** be worn while in the lifeguard stand.

As an Assistant Manager at Dunn Loring Swim Club, you may request a maximum of one week's (unpaid) vacation which must be approved by the board two weeks in advance of the requested vacation date(s).