



The Racquets Club of Short Hills Pool Manager

The Racquets Club of Short Hills is conveniently located near the train station, in the heart of Short Hills, New Jersey on Hobart Avenue. Rich in history and tradition, The Racquets Club is a private, family-oriented club which offers a diversity of both athletic and social activities for its members. A year-round athletic and social calendar has made the club an ideal place to gather. The club offers platform tennis, tennis, swimming, dining and social events.

Pool Facilities Include:

- 1 Olympic-size swimming pool with low and medium diving boards.
- 1 kiddy bathing pool
- Nearby pool locker rooms and showers
- Pool deck bar
- Snack bar facility and dining area servicing the pool

Pool Operational Notes:

- The pool facilities are open Memorial Weekend through Labor Day. Upon opening the pool is only open on the weekends until the local schools get out which is usually around the end of June.

Brief Job Description:

The Racquets Club is seeking an experienced pool operator with swim coaching experience preferred but not required. The club may look into hiring an additional person to solely coach the swim team. This person will work closely with the General Manager to ensure the pool maintains a resort style experience for the membership. He/she will need to be able to foster goodwill among interdepartmental relations and have a calm/professional demeanor. He/she will have the responsibility for the financial and operational directive for the pool operations. He/she may also be the coach for the swim team depending on experience. Additional compensation will be provided for coaching.

- Hires, trains, supervise and evaluate staff. Candidate will be responsible for preparing the scheduling of the staff to ensure proper coverage at the pool.
- Purchases pool chemicals. Maintains proper chemical balance in pools and maintains mechanical equipment in coordination with the club's maintenance department.
- Provides necessary orientation and training for pool staff.
- Enforces club rules of safety and conduct.

- Assists in rendering First Aid according to the standards established by the American Red Cross and American Heart Association.
- Maintains and keeps all necessary records concerning pool attendance, pool chemicals, accident reports, problem-member reports, lifeguard and instructor schedules, etc.
- Develops and implements pool safety program and schedules staff to provide adequate protection for members and their guests.
- Assists in pool opening and closing at the beginning and end of season.
- Potentially Coaches swim team. Attends are swim meets.
- Operates pool and surrounding area in compliance with OSHA requirements; maintains all necessary MSDSs.
- Attends and participates in Swimming Pool Committee meetings.
- Instill attention to safety with lifeguards as well as with pool members and guests; enforce safety at the pool among both staff and members
- Conduct swim lessons for children throughout the summer and oversee coaching of swim teams
- Administer First Aid, CPR, emergency and other safety procedures, as required Communications
- Prepare the facility for fun events such as swim competitions/games, pool parties and other special events
- Create a safe and fun atmosphere for staff and members
- Performs other appropriate tasks assigned by the General Manager
- This person will work in the week's leading up to Memorial Weekend to prepare for the opening of the pool. These hours are flexible.
- There will be occasional meetings in the off-season.

Candidate Qualifications:

- American Red Cross Basic First Aid required, training on AED units and possession of a current Red Cross CPR card.
- Certified Pool/Spa Operator (CPO) preferred. Club will pay to obtain certificate.
- Lifeguard certification offered by the American Red Cross strongly recommended.
- Excellent interpersonal skills

Date Position Available: ASAP

Benefits: Pay is competitive and commensurate with experience.

Reports to: General Manager

Interested candidates should forward their resume & cover letter to: Deana@theracquetsclub.com