



JOB POSTING: MANAGER

The Innis Arden Swimming Club, Inc. (IASC) is seeking qualified candidates for the position of Manager for the 2018 season.

IASC Background

IASC is a neighborhood seasonal outdoor swimming facility in Shoreline, Washington that has been in operation since 1959. The club has approximately 240 member families who live in the Innis Arden neighborhood or nearby. The pool is generally open from the middle of May until the middle of September. It is a well-loved community meeting place and a hub of activity during the summer months. In addition to daily "open swim" time, IASC offers several programs, including: adult and youth swim team, youth water polo, water aerobics, water walking, and swim lessons open to members and the public.

General Summary:

The Manager of The Innis Arden Swimming Club, Inc. (IASC), with assistance from an Assistant Manager and/or other Senior Staff Members, is responsible for the complete operation and administration of the pool and pool areas and the supervision of the pool staff. The Manager reports to the volunteer IASC Board, and receives instruction from the Board.

Essential Duties, Responsibilities and Expectations – General

1. Assure maximum safety for pool patrons.
2. Assure adherence to all Federal, State and Local regulations for pool operations.
3. Assist the Board in the preparation of annual budget and annual report to members.
4. Regularly attend Board meetings and keep the Board informed.
5. Obtain the Board's approval for major expenditures.
6. Maintain presence at the pool with regular visits at different times of the day and evening during operating hours.
7. Interact with members to assess staff coverage and effectiveness. Learn about and address member concerns and requests.
8. Provide timely and relevant content for weekly e-mail newsletter to volunteer Communications Coordinator.
9. Work with Swim Team and Water Polo coaches with set up, running and clean up for meets and matches.
10. When unavailable or out of town for more than 24 hours, secure coverage of essential responsibilities with the Assistant Manager or Senior Staff, and notify the Board President in writing of the coverage plan.



Essential Duties, Responsibilities and Expectations – Facilities

1. Be absolutely familiar with the operation of all pool equipment.
2. Supervise the pool, plant and all related facilities (offices, showers, restrooms equipment room, storage areas and kitchen area). Ensure that they are maintained in a clean and orderly fashion.
3. Monitor equipment regularly and report failure or excessive wear immediately, so repairs and maintenance can be performed in a cost and time efficient manner.
4. Perform or arrange for the performance of all regular maintenance at recommended intervals and keep records or logs of all maintenance.
5. Keep inventories of all pool equipment and supplies related to pool maintenance and water cleanliness and reorder in a timely fashion.

Essential Duties, Responsibilities and Expectations – Staff

1. Recruit, interview, select and assign all swim instructors, water aerobics instructors, lifeguards, and pool facility cleaning staff. Assure that all hiring is conducted within the guidelines set forth by the Board. *(The hiring process for staff has commenced so the Manager's involvement in this aspect for 2018 will depend upon timing of hire.)*
2. Develop and conduct in-service training programs for all staff in a timely manner. Assure that all staff are trained and, when applicable, certified in accordance with State and/or Local regulations during their employment at the pool.
3. Evaluate performance of all staff members and perform reviews with individuals during the course of the season.
4. Handle all grievances of staff. Ensure the complaints are investigated and handled confidentially with respect to the complainer.
5. Handle all discipline concerning staff, and involve the Board if problems or issues are serious.
6. Keep records of attendance of all staff. Review time cards for accuracy and ensure timely submission of timecards to Treasurer / Bookkeeper for payroll.
7. Plan curriculum for Swim Lesson Program. Publicize, coordinate and supervise the Swim Lesson Program. Collect all Swim Lesson Program fees and submit to the Treasurer / Bookkeeper.
8. Publicize, coordinate and supervise the Water Aerobics Program. Collect all Water Aerobics Program fees and submit to the Treasurer / Bookkeeper.
9. Coordinate coffee, snack and gear sale programs, including ordering of supplies, scheduling sales staff and training staff.
10. Supervise pool rental functions.



Qualifications and Experience

The successful candidate for the Manager position will:

1. Be flexible.
2. Have strong customer service skills.
3. Be a strategic thinker with the ability to design and implement long-term plans.
4. Have experience working with children in an environment such as a camp, boys/girls club, swim club or similar organization.
5. Have experience supervising youth who are new to the work force and be able to provide instruction, guidance, support and constructive criticism as needed.
6. Be organized, detail oriented, diligent and willing to learn.
7. Be positive and energetic and bring a sense of fun to the swim club. This is the place in the neighborhood where people come to relax and have fun in community with others. This position needs to foster that community feel while helping run an efficient organization.

Applications will be accepted until the position has been filled. Salary depends upon experience. Interested candidates should submit a statement of interest, resume and references to:

Lance Blair
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