



## Director, Pool Operations Job Description (Full Time, Seasonal)

### SUMMARY

This is management and supervisory work of significant responsibility. This position oversees the maintenance, operation, and management of the Nor Gwyn Pool Complex. This facility includes an Olympic-sized swimming pool, tot pool, diving well and related amenities. This is a full-time, year-round position, with the busiest period during the summer months. The position requires a flexible schedule with irregular hours based on operational needs, including a hybrid work arrangement with time spent both on-site and working from home. The Director must also be available on-call to respond to emergencies as needed.

### SUPERVISION RECEIVED

Works under the direction of the Nor Gwyn Pool Commission

### DUTIES AND RESPONSIBILITIES

#### 1. Administrative Responsibilities

- Provide leadership and support to the Pool and Maintenance Managers, and other staff to ensure a safe, enjoyable environment for members and a positive workplace for 40+ employees.
- Manage the administrative, financial, and operational aspects of the facility, including staff hiring/development, vendor management, and material procurement. Provide seasonal, monthly and ad-hoc reports to the Board and/or the relevant municipal offices as required.
- Manage the annual registration process, including preparing communication materials (emails, newsletters, website/social media updates) and managing membership/payment systems via registration software.
- Maintain and manage the organization's contracts, insurance policies, and leasing agreements.
- Ensure compliance with local, state and national codes and ensure timely inspections of pool/pool equipment and the facility as required.
- Provide website/social media support for the Nor Gwyn Pool Commission. Post monthly meeting agendas/minutes and ensure the website and social media content are kept up-to-date and display a professional look and feel.
- Attend all monthly meetings of Pool Commission, advising the Commission on all relevant issues requiring their attention/action.
- Collaborate with Commission members to identify long-term needs of the pool and help develop strategic plans to maintain a sustainable organization.
- Coordinate with community organizations for programs, events, and activities such as swim lessons, swimming and diving teams, etc.
- Other duties as assigned.

2. Maintenance/operation

- Collaborate with Facility and Pool Managers to achieve staffing goals through recruitment and retention efforts.
- Coordinate vendor activities; identifying and evaluating appropriate vendors, overseeing site access.
- Support the Managers with their procurement and installation of major equipment and materials.
- Coordinate and supports Facility and Pool Managers' annual startup/shut down tasks (e.g.: preparation of pools, opening/winterizing of locker rooms and bathrooms, maintenance of grounds and associated equipment).
- Ensure robust safety and preventive maintenance programs are in place and being followed for pool operations, chemical storage, workplace safety, etc.

3. Safety

- Conduct regular inspections to ensure the safe handling of all pool chemicals and equipment.
- Ensure appropriate training is held for all staff on appropriate processes and procedures related to pool operations.

## QUALIFICATIONS AND SKILLS

- A. Proven ability to manage people, projects, timelines, and scheduling for routine and special projects.
- B. Strong project management skills, attention to detail and the ability to delegate tasks to management and staff.
- C. Strong ability to problem-solve and work effectively through others to accomplish short-term tasks and long-goals.
- D. Ability to work directly with our clientele to ensure their needs and concerns are addressed.
- E. Comfortable with providing work direction and holding stakeholders accountable for timely completion of tasks.
- F. Basic computer skills (MS Word, Excel) are required. Ability to learn and run club-management software (e-Soft) and web-development software (Wix) is required.
- G. A reasonable understanding of financial processes and reporting is required.
- H. Certified Pool Operator (CPO) certification and a PA Pesticide License is desirable but not required. If hired, the successful applicant must get their CPO certification and PA Pesticide License within 6 months of starting the position.
- I. Valid PA Driver's License
- J. Ability to stand, sit, walk, for extended periods and lift and carry up to 50lbs and work in all weather conditions.
- K. Ability to handle equipment (including ladders, hand tools and vehicles).

Please forward resume to: [dlogan@uppergwynedd.org](mailto:dlogan@uppergwynedd.org)