

Assistant Manager Job Description

Chesterbrook Swimming and Tennis Club (CST), a member-owned swim and tennis club located in McLean, Virginia, is seeking Assistant Managers to assist the Club Manager in club operations, maintenance, and administration. The position is full-time during the summer season (May through August) and includes support (when available) both the month before opening for club preparations and the month after closing for club winterization.

Set on nine wooded acres in the Chesterbrook neighborhood of Fairfax County, CST has a membership of 660 families, and includes two full-size (25-meter) pools and a wading pool, five regulation tennis courts, and a clubhouse with locker-rooms and a snack bar. In the grounds, there is a sand volleyball court, picnic areas and extensive open spaces. The seasonal staff is comprised of lifeguards, plus staff for the grounds, snack bar, and front desk. The total number of individual staff may be greater than 60, although each shift might only be 10 or less. This position will report to the Club Manager.

The qualified applicant will perform a variety of duties in assisting the Club Manager and Head Asst. Manager, including maintenance of club facilities, setup and breakdown of furniture and equipment, and other operational duties as determined by the Club Manager. Above all, the qualified applicant will have enthusiasm for making the pool a safe and fun place for the entire CST community.

Duties and Responsibilities

1. Maintenance/Landscaping

- Mow grass areas with push mower, ride-on mower and weed-eater
- Perform minor repairs around pool and pool facility
- Clean/vacuum pool, decks, and pump rooms
- Blow clear deck, sidewalks, parking lot, and tennis courts
- Keep facility and grounds clean and sanitary
- Help set-up and breakdown pool furniture and equipment for preseason (month prior to open) and post-season (month post close), when available.

2. Administrative

- Help run day-to-day group lessons and summer camp programs
- Supervise lifeguard staff guarding the pool
- Supervise staff performing non-guard related tasks – eg: snack bar and front desk, grounds maintenance, cleaning, trash pick-up etc.
- Help onboard staff during orientation
- Help administer monthly in-service training for staff
- Perform manager duties in absence of the Club Manager and Head Asst. Manager

3. Special Events

- Set-up and breakdown furniture & equipment for meets, parties, and other events

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4. Daily Duties

- Delegate/perform jobs on daily list of duties
- Monitor performance of staff to ensure work is completed satisfactorily
- Perform periodic safety and security checks
- Perform/supervise chemical readings and adjustments
- Help train staff in lifeguarding and non-lifeguarding duties and/or projects
- Inform Club Manager and or Head Asst. Manager of all activities or issues around the pool facility that require his/her attention
- Perform all regular lifeguarding duties, including watching the pool daily as needed
- Open and/or close the pool for the day in accordance with work schedule and ensure all CST staff duties have been completed
- Supply information to staff and members about events and activities
- Ensure club rules are enforced and be the primary point of contact in the absence of the Club Manager and Head Asst. Manager

Desired Qualifications:

- Required Certifications:
 - CPR, Lifeguarding and First Aid
 - Pool operator's license
- Prior experience in pool management desired
- Strong interpersonal/communication skills to deal with a membership that has high standards and expectations as well as a staff that is young and inexperienced.
- Ability to meet the physical requirements of the job including moving deck furniture, handling of hazardous chemicals, and operation of landscape equipment.
- Able to drive to get local supplies
- Able to work unconventional hours: Early bird swim (6am), Swim/Dive meets/carnivals, evening social events (as late as 12 midnight)
- Available to work from Opening day (May 17) to end of summer season including Memorial and Labor Day weekends, and 4th of July
- Able to work 40 hours or more per week during busy periods at the pool

COMPLETED CST SEASONAL EMPLOYMENT APPLICATION REQUIRED

COMPETITIVE COMPENSATION COMMENSURATE WITH EXPERIENCE

CANDIDATE MUST UNDERGO A COMPLETE BACKGROUND CHECK AS PART OF THE SCREENING PROCESS.

REFERENCES REQUIRED