

Position: Canfield Swim & Tennis Club Manager

Season of Employment: This is a full-time position for a 1-season contract from May to September. CSTC is open from Memorial Day to Labor Day but additional hours are necessary prior to opening and after the closing of the club.

Education & Experience: Must be 21 years of age or older. Training equivalent to high school diploma required. General management experience preferred. Prefer candidates with significant knowledge and experience in pool management operations and Lifeguard Training Certification, but not required. Must have CPR & First Aid Certification by the start of employment.

Position Summary:

Responsibilities include but are not limited to enforcing policies and procedures, which ensure efficient and effective operation of pool facilities including staff management and training. Duties include all swimming pool operations, including first aid, lifeguard rotations, staff scheduling, public relations, janitorial duties such as cleaning restrooms, concessions and grounds, limited pool maintenance including daily chemical analysis/testing, overseeing and ordering for concessions, and all other duties as necessary or required. The manager is responsible for managing the execution of club events such as swim lessons, swim meets, tennis matches, float nights, and all private parties and club events. Additionally, he/she is responsible for overseeing daily budgetary operations. This employee should have excellent organizational, communication, and public relation skills as he/she will encounter problems addressing questions and concerns of the membership and the general public. Manual labor is required. This is a working supervisory position requiring weekend and holiday work. These responsibilities and hours will be shared with two other Assistant Managers. This position reports to the CSTC Board of Directors.

Pay: This is an hourly position depending on level of experience.

Benefits: The manager and his/her immediate family will have access to the pool and its facilities during operating hours without cost. This is not a membership and therefore excludes owning stock in the club and voting privileges. Current member, if awarded the position, will have their annual dues waived for 2018.

To Apply: Please fill out the application on the CSTC website below.

<http://www.canfieldswimclub.org/Employees.html>

Please send completed applications and resumes by Friday, February 23 to the following:

Canfield Swim & Tennis Club attn: Stephanie Ruark

PO Box 182, Canfield, OH 44406

OR attach via email vpadmin@canfieldswimclub.org