

About our Club

Penn Valley Athletic Club exists to provide and encourage a quality, family-orientated environment for recreation, relaxation, and social interaction of its members, their families, and chartered organizations.

Founded in 1966, Penn Valley Athletic Club has been providing family-focused Summer fun for over 50 years.

Pool Manager Job Summary

PVAC has an immediate opening for a Pool Manager to oversee our Athletic Club. In this role, you will be responsible for scheduling employees, hiring and training new staff, supervising lifeguards, and inspecting equipment and facilities to ensure the safety of our patrons.

Administrative duties include delivering a professional and safe member experience, requesting repairs or service, purchasing, and developing new safety policies to ensure the safe use of our facilities.

Pool Manager Duties and Responsibilities

- Responsible for member experience, ensuring that staff maintains a professional, courteous, and safe environment always.
- Responds to member inquiries for pool reservations/party scheduling, member questions or concerns about day-to-day operations, and questions pertaining to policy and procedure.
- Select, train, evaluate, lead, motivate, coach, and discipline all employees, supervisors, and assistant managers.
- Performs and/or ensures that daily pool maintenance occurs, cleaning pool filtration system, pool chemical test and administration, routine cleaning of pool and pool deck.
- Responsible for daily reconciliation of Square account ensuring that purchases made by patrons are accounted for and necessary cash deposits are made. This is a collaborative function between Pool Manager, PVAC Bookkeeper, and Assistant Manager(s) of the Club.
- Manages snack bar/food service facilities to ensure that Pennsylvania Department of Health/SafeServ certification standards are met.

- In collaboration with Assistant Managers, schedules swim lessons and ensures that the swim lesson program is maintained.
- Responsible for purchasing food, supplies, and chemicals to ensure that items needed for pool operations are maintained.
- Meets with representatives from Pennsylvania Department of Health, Department of Environmental Protection, and other state representatives to complete annual inspections when necessary.
- Regularly inspects grounds and facilities for repairs and maintenance and communicates needs to the Board of Directors.
- Ensure that accurate records of members and visitors are maintained.
- In collaboration with the Board of Directors, works to ensure that cost control aligns with approved budget.
- Report problems to the Board of Director and request service calls when/where appropriate.

Pool Manager Requirements and Qualifications

- A high school diploma or equivalent; Associates and/or bachelor's degree preferred but not necessary.
- At least 18 years old.
- Pennsylvania ChildLine clearance or ability to obtain clearances.
- 2 years' experience working with young adults in a teaching/supervising/coach capacity.
- Current CPR, First Aid, and AED certifications or ability to obtain prior to Memorial Day 2023.