

# *Pinehurst Cabana Club*

## Job Descriptions

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| <p style="text-align: center;"><b>PCC Manager</b></p> <ul style="list-style-type: none"> <li>● Responsible for the day-to-day operation of the club</li> <li>● Supervise staff, lifeguards, swim instructors and desk clerks</li> <li>● Schedule work assignments</li> <li>● Counsel individuals when performance does not meet expectations or requirements</li> <li>● Notify the President if disciplinary action for non-performance of duties is necessary</li> <li>● Schedule hours for employees</li> <li>● Identify repairs needed to facilities, taking care of minor repairs, and notifying the President of major repair needs</li> <li>● Maintain pool water quality using equipment provided</li> <li>● Keep pools, buildings, and grounds neat and orderly</li> <li>● Maintain concessions for guests, informing VP1 when supplies are running low</li> <li>● Collect / count money, making sure there is change for the beginning of each day</li> <li>● Handle requests, suggestions, complaints, comments by members, guests and staff members regarding operation and maintenance of club facilities. Refer items needing Board of Directors' attention to the President</li> <li>● Enforce club rules, take disciplinary action where and when required, notify the President of serious or persistent problems</li> </ul> | <p style="text-align: center;"><b>Lifeguard</b></p> <ul style="list-style-type: none"> <li>● Show up for scheduled lifeguard shifts at the pool during operating hours</li> <li>● Be aware of activity in and around the pool at all times</li> <li>● Assist the pool manager with the maintenance of the pool, buildings and grounds, as directed by the Manager</li> <li>● Enforce club rules. Take disciplinary action where and when required. Notify the manager of serious or persistent problems</li> </ul>   |
| <p style="text-align: center;"><b>PCC Assistant Manager</b></p> <ul style="list-style-type: none"> <li>● Handle manager's duties when he or she is not on duty</li> <li>● Assist with scheduling of staff</li> <li>● Refer any problems that cannot be handled that day to the pool manager, and referring any urgent situations or problems to the President</li> </ul>   | <p style="text-align: center;"><b>Desk Clerk</b></p> <ul style="list-style-type: none"> <li>● Greet guests when arriving and leaving</li> <li>● Maintain a daily list of members and guests visiting the pool</li> <li>● Enforce all club rules pertaining to entry to the pool, and pertaining to the privileges of guests</li> <li>● Sell concession items, tickets to club events, and other sales tasks as directed by the Manager</li> <li>● Assist with the cleaning and maintenance of the facilities as directed by the Manager, and any other tasks as directed by the Manager</li> <li>● Keep an accurate count of concession, guest fee and other income, total the amount at the end of the day, and turn it over to the manager</li> </ul>  |
| <p style="text-align: center;"><b>Swim Lesson Instructor</b></p> <ul style="list-style-type: none"> <li>● Responsible for group and/or individual swim instruction</li> <li>● Follow 3 stages of swimmers and push to move swimmers to next level in a timely manner</li> <li>● Communicate with parents</li> <li>● Enforce club rules. Take disciplinary action where and when required. Notify the manager of serious or persistent problems</li> </ul>  | <p style="text-align: center;"><b>Swim Lesson Manager</b></p> <ul style="list-style-type: none"> <li>● Schedule lessons with families - Return phone calls and/or emails within 24-48 hours</li> <li>● Schedule swim lesson instructors</li> <li>● Manage, collect, and count payments - Submit to treasurer or board member or place in safe</li> <li>● Group lessons should have 4 swimmer per group and every effort should be made to ensure groups are full before scheduling more groups</li> <li>● Monitor and manage swim instructors</li> <li>● Assist swim instructors on ideas for improving student success</li> <li>● Make sure baby pool is off limits during lessons</li> <li>● Enforce club rules. Take disciplinary action where and when required. Notify the manager of serious or persistent problems</li> </ul> |
| <p style="text-align: center;"><b>Events &amp; Activities</b></p> <ul style="list-style-type: none"> <li>● Help to plan activities for Cabana Club members (ex: movie nights, snow cones, activities for our legacy members, etc)</li> <li>● Work the events</li> </ul>  | <p style="text-align: center;"><b>Water Aerobics Instructor</b></p> <ul style="list-style-type: none"> <li>● Consistently create and teach water aerobics at least 1x week - flexible to timing</li> <li>● Make flyers to increase membership, or give information to Secretary of PCC Board to distribute information to members</li> <li>● Make a playlist to have during aerobics class</li> <li>● Collect fees from guests - label and place in safe each week</li> </ul>  |