

Seasonal Recreational Complex Manager

Job Title: Seasonal Recreational Complex Manager

Department: Recreation / Aquatics

Reports To: Director of Operations

Employment Status: Seasonal (Typically May – September, depending on weather and operational needs)

FLSA Status: Non-Exempt or Exempt Seasonal (depending on compensation structure)

Position Summary

The Seasonal Recreational Complex Manager is responsible for overseeing the daily operations of the club's recreational complex, including the swimming pools, splash pad, and concessions area. This role supervises lifeguards and concessions staff, ensures a safe and welcoming environment for members and guests, and maintains compliance with all safety, health, and operational standards.

The Recreational Complex Manager coordinates staffing schedules, monitors facility cleanliness and safety, manages concession operations, and serves as the primary point of contact for members utilizing the recreational facilities.

Essential Duties & Responsibilities

Facility Operations

- Oversee the daily operation of the recreational complex including the family pool, splash pad, and concessions area.
- Ensure all recreational facilities are maintained in a clean, safe, and organized condition.
- Conduct routine inspections of the pool deck, restrooms, splash pad, and surrounding areas.
- Coordinate with maintenance staff regarding repairs, water quality issues, and facility needs.
- Ensure all posted rules and club policies are followed by members and guests.

Lifeguard Supervision

- Recruit, hire, train, and supervise seasonal lifeguards.

- Prepare weekly lifeguard schedules and ensure adequate staffing levels.
- Ensure lifeguards maintain active certifications including:
 - Lifeguard Training
 - CPR/AED
 - First Aid
- Monitor lifeguard performance and enforce professional conduct standards.
- Conduct regular in-service safety training and emergency drills.

Safety & Compliance

- Ensure compliance with all local health department regulations and aquatic safety standards.
- Maintain daily pool logs including water chemistry, incident reports, and safety inspections.
- Respond to incidents, injuries, or emergencies and complete required documentation.
- Ensure emergency equipment (AED, rescue tubes, first aid kits) is properly maintained and accessible.

Concessions Operations

- Oversee daily operation of the concession stand.
- Supervise concession staff and assist with scheduling and training.
- Monitor food safety and cleanliness standards.
- Manage inventory and coordinate ordering of concession supplies.
- Ensure proper cash handling procedures and daily reconciliation of concession sales.

Member Experience

- Provide excellent customer service to members and guests.
- Address member concerns professionally and escalate issues when necessary.
- Assist with recreational activities or poolside events as scheduled by the club.

- Promote a friendly, family-oriented atmosphere within the recreational complex.

Administrative Duties

- Maintain staff schedules and time records.
 - Track attendance and usage of the recreational complex.
 - Submit incident reports, maintenance requests, and operational updates to management.
 - Assist with end-of-season closing procedures and equipment storage.
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Qualifications

- Previous experience in aquatics, recreation management, or pool operations preferred.
 - Supervisory or leadership experience preferred.
 - Current Lifeguard Certification, CPR/AED, and First Aid required (or ability to obtain prior to start date).
 - Knowledge of pool safety procedures and emergency response protocols.
 - Strong organizational and communication skills.
 - Ability to manage multiple staff members in a fast-paced environment.
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Physical Requirements

- Ability to stand and walk for extended periods outdoors.
 - Ability to lift up to 25–40 pounds when handling supplies or equipment.
 - Ability to respond quickly in emergency situations.
 - Ability to work in outdoor weather conditions including heat and humidity.
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Schedule

- Seasonal position during peak pool season.
- Includes weekends, holidays, and extended hours during busy periods.

- Typical schedule ranges 30–40 hours per week depending on operational needs.

Work Environment

Work is performed primarily outdoors at the recreational complex and pool facilities. The role involves frequent interaction with members, families, and children and requires maintaining a professional and positive environment.

For more information, contact Jennifer Miles - jennifer@westonlakes.net