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SPHM
HOSPITALITY

ACTIVITY & AQUATICS



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Series 700

Activity & Aquatics

Job Descriptions

JD-701

- A. Position. Activity Director
- B. Essential Function. Plans, directs, coordinates, promotes, and manages the club's social and recreational activities that are designed to enhance the overall enjoyment of the membership and to retain membership in the club.
- C. Duties and Responsibilities
 - 1. Plans, promotes, and generates enthusiasm and interest for the club's diverse social programs; coordinates the efforts of volunteers and the club's staff.
 - 2. Arranges for special publicity needs and supplies for each event; decorates areas for promotions.
 - 3. Keeps an accurate history file of each event; writes follow-up "thank you" letters.
 - 4. Arranges classes for members on a wide range of topics.
 - 5. Hires bands and entertainers; agrees on fees and times; contracts for and monitors entertainment.
 - 6. Coordinates with food and beverage department personnel to plan major food promotions throughout the year and special monthly dining room and bar promotions.
 - 7. Maintains visibility in the community with retailers, artists, entertainers, etc., to use these resources for the benefit of the club's membership.
 - 8. Serves as the club's liaison with the club's Women's Club.
 - 9. Monitors publicity received by the club.
 - 10. Prepares and publishes the club's monthly newsletter.
 - 11. Works closely with all other club departments to insure that complete, concise information goes to both club members and the staff who will be working directly with each social event.
 - 12. Supervises the Assistant Activities Director and part-time staff and helps assure that an effective program of recreational and educational events for members' children and guests is ongoing.
 - 13. Works with the club's decorating committee to formulate and produce effective decorating concepts for the clubhouse.
 - 14. Oversees the maintenance, rental, and use of all recreational facilities and equipment.
 - 15. Develops programs and oversees use of fitness center.

- D. Reports To. General Manager
- E. Supervises. Assistant Activities Director, Pool Manager, Swim Team Coach, Children's Coordinator.
- F. This position is exempt from overtime.

Job Descriptions

JD-702

- A. Position. Assistant Activity Director
- B. Essential Function. Assists in the planning of daily activities, special events, and private group functions for Club members, their families and guests.
- C. Duties and Responsibilities
 - 1. Creates and implements all scheduled activities and special events.
 - 2. Assists Activity Director.
 - 3. Ensures general maintenance and upkeep of equipment (i. e. games, bikes, boats, fitness room, swimming pool, etc.).
 - 4. Attends all special events scheduled and carry out duties when needed.
 - 5. Takes part in various special projects and new Club developments outside the activities department.
 - 6. Contributes to the monthly newsletter.
 - 7. Produces the Kids Club newsletter four times per year.
 - 8. Supervises all children and teen events.
 - 9. Works evenings, holidays, and weekends on a rotating basis.
- D. Reports To. Activity Director
- E. Supervises. Assists in the supervision of part-time staff
- F. This position is subject to overtime.



A. Position. Activities Leader

B. Essential Function. Prepares and implements the clubs daily activities.

C. Duties and Responsibilities

1. Prepares and implements daily activities for hiking, bicycling, canoeing, swimming, volleyball, aqua-cize, etc.
2. Assists in the care of maintenance of activity areas.
3. Answers questions regarding the Club, activities, and special functions.
4. Wears the designated uniform at all times while at work.
5. Assists in special events planned for members.
6. Works selected holidays and weekends.
7. Instructs members on the use of the fitness equipment.

D. Reports To. Activities Director on duty

E. Supervises. No supervisory duties are included in this position.

F. This position is subject to overtime.



Job Descriptions

Job Descriptions

JD-704

- A. Position. Youth Activities Coordinator
- B. Essential Function. Designs, develops and implements programs for members' and guests' children.
- C. Duties and Responsibilities
 - 1. Hires, trains, supervises, and discharges children's program staff as needed.
 - 2. Schedules staff to run children's activities.
 - 3. Plans and monitors activities.
 - 4. Prepares weekly reports about activities for staff members.
 - 5. Prepares monthly financial reports about the programs.
 - 6. Works with parents to plan and evaluate ongoing educational and entertainment programs.
- D. Reports To. Activities Director
- E. Supervises. Activity Leaders
- F. This position is subject to overtime.



Job Descriptions

JD-705

- A. Position. Children's Program Associate
- B. Essential Function. Implements Kids' Corner programs for members' and guests' children.
- C. Duties and Responsibilities
 - 1. Organizes and plays games with children.
 - 2. Supervises children's play activity.
 - 3. Resolves disputes between children as necessary.
 - 4. Maintains clean and safe facilities.
 - 5. Leads children in exercises, on-grounds field trips and other activities approved by the Youth Activities Coordinator.
- D. Reports To. Youth Activities Coordinator
- E. Supervises. No supervisory duties are included in this position
- F. This position is subject to overtime.

Job Descriptions

JD-706

A. Position. Aquatics Manager

B. Essential Function. Establishes and maintains safe, clean and appealing club swimming facilities.

C. Duties and Responsibilities

1. Supervises staff including assistant pool manager, swimming instructors and lifeguards.
2. Formulates weekly work schedules and rotation schedules for all pool employees.
3. Purchases pool chemicals.
4. Maintains proper chemical balance in pools and maintains mechanical equipment in coordination with the club's maintenance department.
5. Maintains correct payroll records.
6. Registers members at pool and charges for all guest, lessons, etc.
7. Provides necessary orientation and training for pool staff.
8. Enforces club rules of safety and conduct.
9. Plans and directs special events such as holidays.
10. Arranges a program of private and group swim and diving lessons.
11. Represents the club in activities as required.
12. Develops an annual operating and staffing budget to be approved by the General Manager or Activity Director.
13. Orders and sells swim suits; keeps accurate accounting records of sales.
14. Maintains and keeps all necessary records concerning pool attendance, pool chemicals, accident reports, problem-member reports, lifeguard and instructor schedules, time cards, etc.
15. Develops and implements pool safety program.
16. Hires, trains, and supervises all lifeguards.

D. Reports To. Director of Activities or General Manager

- E. Supervises. Lifeguards, swim instructors, swim coaches.
- F. This position is subject to overtime.



Job Descriptions

Job Descriptions

JD-707

A. Position. Swim Team Coach

B. Essential Function. Coaches Club's Swim Team; schedules and coordinates swim meets.

C. Duties and Responsibilities

1. Schedules and attends practice sessions for the swim team.
2. Organizes all aspects of swim meets including, but not limited to, scheduling individual race participants, recording and posting start times and distributing race ribbons.
3. Attends and participates in the club's coach's meetings.
4. Hires Assistant Coaches to help in the day-to-day running of the swim team.
5. Performs other tasks as required.

D. Reports To. Aquatics Manager

E. Supervises. Assistant Swim Team Coach

F. This position is subject to overtime.

Job Descriptions

JD-708

- A. Position. Lifeguard
- B. Essential Function. Implements all water safety polices and procedures; supervises members and guests in and around the swimming pool.
- C. Duties and Responsibilities
 - 1. Vacuums pool bottom; empties automatic skimmer, skims bugs and other debris from surface to prepare pool for daily use.
 - 2. Supervises and observes swimmers at all times to ensure their safety.
 - 3. Administers to minor injuries such as small cuts and bruises of swimmers.
 - 4. Maintains amenities in and cleanliness of changing rooms, bathrooms and showers.
 - 5. Assists in organizing clinics and private swimming lessons for members as directed by the Aquatics Manager or Instructors.
 - 6. Enforces rules of conduct.
 - 7. Checks first aid supplies and reports needed items.
 - 8. Organizes and monitors pool games at all times; suggests pool side games.
 - 9. Places rescue tube and ring buoy on the lifeguard chair in the morning and at the end of the day; returns these and all swimming aids and pool toys to the lifeguard locker.
 - 10. Straightens the pool and cabana areas at the end of the day.
 - 11. Maintains all necessary records determined by the Aquatics Manager.
 - 12. Attends all meetings as directed by the Aquatics Manager.
- D. Reports To. Aquatics Manager
- E. Supervises. No supervisory duties are included in this position
- F. This position is subject to overtime.