



Eel River Beach Club

Summer Employment Letter of Expectations

Name:

Position: Manager

Year:

Overview:

The Manager will oversee day to day operation of the Club.

Responsibilities of the job include:

Equipment and Warnings

- Keep all equipment in good repair.
- Conform the club to all state and local regulations.

Pool Chemistry

- Balance pool - Monitor with Lifeguard - Pool chemistry efficiency.
- Maintain operation of filters.

Lifeguards

- Keep adequate number of lifeguards on during club hours.
- Check lifeguard certifications.
- Maintain accident reports.
- Monitor lifeguards - have proper dress.

Emergency

- Maintain emergency numbers near telephone.
- Conduct safety inspection routinely.

Professional Responsibility

- Maintain pool operator certification.

Public Relations

- Promote friendly and courteous attitudes among all staff toward members.
- Be tactful, consistent and firm when enforcing pool rules.

Maintenance

- Order all needed supplies.
- Maintain all schedules.

Supervise

- Upkeep of Club
- "Rats"

Attend

- Management Committee Meetings

PLEASE NOTE:

- First year employees shall be scheduled on an as-needed basis. Substitute employees are not guaranteed hours.
- All employees are expected to work through Labor Day weekend, unless they have an educational commitment.
- All employees 14-17 years old must provide a current work permit.
- All employees of the Eel River Beach Club are employees at will. Nothing contained in this offer of employment or any other document provided to you is intended to be, nor should it be, construed as a guarantee that employment, compensation, or any other benefit will be continued for any period of time.

Endorsement: I have read and agree to the terms contained within and I accept the offer.

Signature _____ Email _____ Date _____

4/16/2021