



DUNN LORING SWIM CLUB POOL SUPERVISOR JOB DESCRIPTION 2025 SEASON

OVERVIEW

Dunn Loring Swim Club (DLSC) is seeking a highly proactive and responsible supervisor to oversee pool operations. The pool supervisor reports to the Dunn Loring Swim Club Board of Directors and will have responsibility and accountability for day-to-day management of the Club and employees, facilities, and maintenance needs as well as serving as the front-line for engagement with the Club's membership. The supervisor role is a year-round position with the expectation that the manager will spend approximately 40 to 50 hours per week at the Club in season (Memorial Day to Labor Day) and approximately 5 to 10 hours per month on pool business during the offseason. This is intended to be a multi-year position with the opportunity to grow and shape the role.

Salary: \$16,000 per year.

POSITION OVERVIEW AND EXPECTATIONS

- **Leadership & Accountability:** Act as the primary decision-maker on-site, taking ownership of day-to-day operations, staff management, and member satisfaction.
- **Ensure alignment with the Swim Club's objectives and communicate regularly with the Board to execute on broader strategic goals.**
- **Personnel Management:** Lead and manage the pool staff, including lifeguards, the front desk, and snack bar personnel. Responsible for hiring, training, scheduling, and performance management. Foster a positive and safe working environment.
- **Operational Oversight:** Oversee all operational aspects of the pool, including facility maintenance, cleanliness, and front desk, snack bar, and member services. Make real-time decisions to resolve issues and ensure the pool runs smoothly.
- **Resource Management:** Proactively manage pool supplies, chemicals, and equipment, ensuring the facility is well-stocked and operational. Coordinate with vendors and make independent purchasing decisions as necessary.
- **Safety & Compliance:** Ensure all safety regulations and protocols are followed and enforced at all times. Conduct regular safety audits and staff training sessions to maintain a high standard of care.
- **Board & Committee Interaction:** Serve as the main point of contact between the board and pool operations. Attend board meetings to report on performance, provide operational updates, and propose improvements or changes. Work collaboratively with the personnel committee to align staffing with the pool's needs.

QUALIFICATIONS

- Candidates should have proven experience in a leadership or management role, preferably in a similar recreational or community facility.

- Strong decision-making abilities and a proactive, problem-solving mindset.
- Excellent communication skills and the ability to work collaboratively with a board and various community stakeholders.
- Knowledge of safety protocols and relevant regulations for pool operations in Fairfax County is preferred.
- Candidates should have the ability to work 40 to 50 hours each week at the Club between Memorial Day and Labor Day and 5 to 10 hours per month in the off season.

ABOUT DUNN LORING SWIM CLUB

Dunn Loring Swim Club is a 625 member-owned and operated swim club in Vienna, Virginia. Established in 1963, DLSC serves the greater Vienna, Dunn Loring, and Falls Church communities with three pools, a Northern Virginia Swim League (NVSL) affiliated swim and dive teams, and numerous activities for members, including a cornhole league, a water volleyball league, and water aerobics.