

Pleasanton Valley Club

Business Manager

Job description: The Business Manager position is a 12-month position. This position participates significantly in ensuring the long term viability of PVC. The Business Manager is responsible for managing the accounting and finance activities of PVC, coordinating and managing vendors and suppliers, overseeing facility maintenance, ensuring that the facility remains in compliance with city and state codes or takes steps to return to compliance, and is responsible for all back-office processes required to make the pool operate smoothly and efficiently.

Activities and duties include, but are not limited to:

- work with treasurer on overall annual budget
- general bookkeeping and knowledge of Quickbooks
- collect and record membership payments and swim team registration, and all other pool income (swim lessons, group parties, snack shack, guest fees, etc)
- banking- deposits, reconciliation, etc.
- pay monthly bills and process reimbursement requests
- semi-monthly calculation of payroll hours and submit to Payroll company
- manage electronic gate security system. Issue and update electronic card keys.
- Oversee insurance policies, coverage and renewal
- inventory - business office (ink, envelopes, stamps), pool chemicals etc
- manage contractors - maintenance, repairs, landscaping etc
- first point of contact for all facility maintenance issues and work with board and vendors to resolve issues
- financial reporting to Board of Directors
- work closely with Pool Manager on lifeguard hiring, training, adequate coverage, etc.
- Ensure proper paperwork collected and on file for employees (work permit, I9 form, etc)
- Work with swim coach on fall, winter and spring swim clinic pool needs and money collection.
- Provide tours to new prospective members
- process all required county and city paperwork and comply with city and state regulations.

Pool Manager

Job Description: The Pool Manager is a seasonal position with PVC. The Pool Manager is to hold a current Lifeguard Certification with Red Cross or compatible organization. The season will begin 4 weeks prior to the opening of PVC and conclude 3 weeks after the closing of the pool. The Pool Manager is responsible for the health and safety of the members during the swim season, the day-to-day operations of PVC during the swim season, hiring and managing the life guard staff, and overseeing that the club is clean, safe, and that all issues concerning the facility maintenance or supplies are communicated to the Business Manager for redress.

Activities include, but not limited to:

Pre-season:

- Establish detailed guard schedule in collaboration with swim team, social events and swim lessons as needed.
- Hire guards - propose compensation, verify eligibility to work (age, Lifeguard Certification, etc)
- Train guards in tasks to be performed; set expectations

Season:

- Create and maintain a healthy working environment keeping in mind that we are employing young people, many of whom are just entering the job market
- Ensure we stay within (guard) budget
- Ensure each shift is appropriately staffed, and that the pool operates smoothly.
- Schedule and organize swim lessons
- Verify time-cards; make sure they are fully and correctly completed.
- Address membership issues with referral as needed
- Address personnel issues with referral as needed
- Manage front office operations.
- Manage snack bar operations - Reconciles inventory with revenue, delivers the money to the business manager, and communicates inventory shortages. Works with supplies manager for re-stocking
- Special projects - works with the Social Director on events e.g. 4th of July fun, etc.
- Responds to and follows up on general member inquiries, including email, phone, and at the pool