



2024 Senior Assistant Manager

Part-time summer position, 30-40 hours per week

Applications accepted until position is filled

Indian Hill Club is seeking an energetic, experienced assistant manager to join our team and assist our experienced Club Manager in ensuring that the club is operated in a safe, clean and fun environment for our members and their guests in line with Club's values and bylaws. Indian Hill Club is a private, seasonal club with an 8-lane lap pool, family pool with diving well, baby pool, 3 clay tennis courts, 3 pickleball courts, a snack shack, grills and picnic area. The club is open daily Memorial Day through Labor Day and weekends in September.

Responsibilities

- Assist Club Manager in club operations, maintenance and administration. The position is part-time during the summer season (Memorial Day through the end of September) and includes support starting in mid-May for club preparation and after closing day for club winterization in early October.
- Perform manager duties in absence of the Club Manager
- Ensure club rules are enforced and be the primary point of contact in absence of the club manager
- Supervise the lifeguard staff guarding the pools
- Supervise snack shack employees in providing food and beverage and charging member accounts
- Supervise staff performing non-guard related tasks such as front desk duties, grounds maintenance, cleaning, trash pick-up, etc.
- Help onboard staff during orientation
- Oversee set-up for parties and events such as swim and dive meets, tennis
- Delegate/perform jobs on daily list of duties
- Monitor performance of staff to ensure work is completed
- Perform safety and security checks
- Perform and/or supervise chemical readings and adjustments
- Inform Club Manager of all activities or issues around facility that require his/her attention or should be shared with the Board for follow up
- Open and/or close the pool for the day in accordance with work schedule and ensure all staff duties have been complete

Minimum requirements:

- Lifeguard certifications
- CPR and First Aid
- Ohio Concussion Management Training
- Lindsey Law Awareness
- Protection of Minors Training
- Strong interpersonal/communication skills to assist membership with high standards and expectations as well as a staff or lifeguards that are young and inexperienced
- Available to work from May through September including Memorial Day and Labor Day weekends and 4th of July.
- Available to work 30-40 hours per week

To apply: email the following to manager@ihclub.com

- Cover letter
- Resume
- Three professional references