

Loch Braemar Community Association

Volunteer Pool Position Job Descriptions

Document updated: 2/25/2026

Pool Committee (Co)-Chairs (Andy J / Michele N)

- Coordinate with Pool Administrator, Lifeguard Manager, Gate Guard Manager, Membership Chair, Treasurer, Pool Maintenance Manager, Party Rental Coordinator, Social Committee Chair, Communications Coordinator, Grounds Committee Chair and Swim Team Representative
- Oversee Improvement Projects
- *Andy provides a Mandatory Training for all Life and Gate Guards prior to the season start. This encompasses safety procedures and general overall training.
- Conduct Meetings with subcommittee leaders
- Attend Board meetings

Pool Maintenance Manager (Dave B)

- Coordinate with Pool Committee Chair, Lifeguard Manager, Lifeguards and Swim Team Rep.
- Purchase and Maintain Chemicals and Equipment
- Oversee the chemical checking the Daily pH and Chlorine Levels (this duty needs to be shared via a shared calendar - Andy/Millie/Michele have all stepped up)
- Repair pool components as needed
- Oversee Pool Workdays

Membership Chair (Patsy H / with new volunteers Caitlin and Peter Geisler)

- Set pool rates for the upcoming season/guest pass fees/party rental fees (with board approval).
- Coordinate with the website manager to get information loaded.
- Coordinate with the Treasurer to get fees added to Zettle.
- Oversee the Pool Pass Program. "Admin" is the Membership email address. (Patsy has and will provide that password.)
- Process (approve/deny) membership applications
- Work with applicants to complete documentation and process payment
- Coordinate with Party Rental coordinator to be sure all those renting the pool are members
- Coordinate with the Treasurer to be sure membership dues are paid

Lifeguard Manager (Tessa B)

- Coordinate with Pool Committee Chair, Pool Administrator, Swim Team Rep and Party Rental Coordinator
- Review job application and job description, then update both on the website in coordination with the Website Manager.
- Contact, interview, and hire applicants, then get names to Treasurer for on-boarding paperwork
 - Get a phone number and email from each employee and send to Administrator for employee to be added to Sling and setup in the payroll system, and so all employment information can be completed
- Prepare logs and forms as needed to include:
 - Bathroom cleaning checklist
 - Chemical logs
 - “How to . . . “ sheets for dealing with emergencies
- Ensure appropriate levels of supplies are maintained throughout the season. If a supply is needed, coordinate with the Gate Guard Manager for restocking.
- Ensure all emergency supplies are available, working properly, and that the lifeguards are fully trained on their location and use, including:
- Train lifeguards.
- Schedule Lifeguards to ensure appropriate coverage and stay within the laws regarding hours worked and length of time worked depending on age. Ensure lifeguards get an equal opportunity to work each pay cycle.
 - A few days before you make the schedule, remind them to update their availability in Sling.
 - Assist them in finding coverage when they need to swap shifts.
- Calculate and submit hours to the Pool Administrator at the end of each pay cycle.
- Supervise lifeguards
- Assist lifeguards with patron situations

HEAD LIFEGUARD → (Cohen)

The Head Lifeguard is expected to resolve 90% of daily operational challenges.

- **Escalate immediately** to management:
 - Rescues or medical emergencies (CPR/AED/911).
 - Major mechanical failures (pump room issues).
 - Severe weather closures or serious HR/personnel conflicts.
- This person is paid an extra \$1/hr over their current pay for taking this position
- **Primary Consultant:** Remain available via phone during pool hours to answer questions regarding rule enforcement, chemical imbalances, or facility issues.
- **Incident Triage:** Act as the first point of contact for staff before they escalate non-life-threatening issues to the Pool Managers.
- **Emergency Response:** Be prepared to report to the pool site if an operational crisis or significant staffing issue arises that requires on-site leadership.
- **Scheduling:** Schedules lifeguard shifts each week in Sling
 - Coordinates lifeguard shifts when someone needs to reschedule
 - Schedules lifeguards for after-hours parties
 - Notify lifeguards (on a weekly basis) of any parties during regular hours
- **Hands-on Instruction:** Work active shifts alongside specific lifeguards who have demonstrated a need for additional training in scanning, chemical testing, or patron communication.
- **Skill Evaluation:** Assess the performance of guards during their shifts and provide real-time feedback and corrective coaching.
- **New Guard Integration:** Lead the "shadowing" process for new hires to ensure they are comfortable with the Lifeguard Binder and EAP.
- **Spot Checks:** Perform unannounced site visits to ensure the pool deck is clean, rotations are being followed, and surveillance is active. **Need to emphasize that ALWAYS need a person watching the pool, even during Adult Swim.** *LG's can take turns doing the watch, from SS chairs.
- **Compliance Oversight:** Review the water chemical logs and incident reports generated during the week to ensure accuracy and protocol adherence. **Be the point of contact for daily chemical checks/issues**
- Ensuring the pool is clean and assigning additional tasks to lifeguards as necessary.
 - Keeping Tiles Clean
 - List of things to do during downtime / mini-maint tasks
 - Schedule the daily vacuuming of the pool (if we have a storm, will need immediate cleaning)

Gate Guard Manager(s) → (Dana B.)

- Coordinate with Pool Committee Chair, Pool Administrator, Treasurer, Party Rental Coordinator and Social Committee Chair
- Review job application and job description, then update both on the website in coordination with the website manager.
- Contact, interview, and hire applicants, then get names to Treasurer for on-boarding paperwork. Get a phone number and email from each employee and send to Administrator for employee to be added to Sling and setup in the payroll system, and so all employment information can be completed
- Review expectations for each shift and training for each aspect of the job. Update the Gateguard Handbook, the Gateguard Training Procedure, and the Head Gateguard Manual
- Train Gate Guards and ensure they fully understand all aspects of the job for each shift before they are scheduled alone. Expectations for each shift and instructions can be found in the Gate Guard Manual. Be sure to train on:
 - Opening procedures
 - Closing procedures
 - How to check in a member
 - How to check in a guest
 - How to sell snacks, guest passes, memberships, etc. using the Zettle system. Be sure to train on different payment methods, from cash to check to credit card/Zettle/PayPal to gift cards.
 - How to maintain inventory
 - How to handle parties
- Confirm Gate Guards are being scheduled appropriately by checking the schedule - those under 15 may not work more than 5 consecutive hours without a DOCUMENTED 30 minute break, no more than 3 hours on a school day, no more than 8 hours on a non-school day, not after 7pm before June 1st, or after 9pm between 6/1 and Labor Day
- Supervise Gate Guards, meeting with them to provide remedial training as needed.

HEAD GATE GUARD → (Marcus)

- This person is paid an extra \$1/hr over their current pay for taking this position.
- Check in with each Gate Guard periodically to ensure they understand their responsibilities. Ideally, go by to check at some point during a shift.
- Be available to answer questions as they arise. Answer your personal phone, respond to texts, or have a back-up available if you know you won't be reachable.
- Assist in the initial training of all gate guards.
- Work the first shift with each new gate guard. Only release them to work solo when you feel they are prepared.
- Schedule Gate Guards to ensure appropriate coverage and staying within the laws regarding hours worked and length of time worked depending on age. Ensure gate guards get an equal opportunity to work each pay cycle.
 - A few days before you make the schedule, remind Gate Guards to update their availability in Sling.
 - Assist Gate Guards in finding coverage when they need to swap shifts.
 - Communicate upcoming parties to gate guard staff to ensure they know what their responsibility is related to the party.
- Approve hours worked by each gateguard in Sling so Pool Administrator can use that to run payroll
- In coordination with the Treasurer, Gate Guard Supervisor, and/or Pool Administrator:
 - Notify Party Coordinator if there are any party applications.
 - Update family records for kids who pass their swim test.

Inventory/Purchasing Manager (Amanda D)

- Establish initial menu and price list. Update in Zettle.
- Stock and maintain Inventory throughout the season.
 - Check multiple times during the week.
 - Place orders when notified by Gate Guards that something is needed.
 - Coordinate shopping runs when critical/high-selling items run out mid-week
 - Do one large restocking run once a week and restock.
 - Always update inventory when restocking.
- Purchase other supplies for pool as necessary and stock, to include:
 - Trash bags (determine the various sizing needs at the beginning of the season)
 - Bandages
 - Other first aid supplies (in coordination with the Head Lifeguard/Manager)
 - Toilet paper
 - Paper towels
 - Cleaning supplies
 - Lifeguard flotation devices
 - Whistles
- Administer Amazon Wishlist

****Additional shoppers that are willing to step-up as necessary for immediate/last minute needs:**
Sarah Nelson-Bush / Lauren Plemons / Kerri Murphy

Pool Administrator (Dana B)

- Coordinate with Pool Committee Chair, Treasurer, Gate Guard Manager and Lifeguard Manger
- Update membership pricing and links on the website in coordination with the website coordinator and the membership chair
- In coordination with Treasurer, contact approved applicants and compile needed employment documentation:
 - W4 (send to Treasurer)
 - VA4 (send to Treasurer)
 - I9 (for new hires - put in file box at pool)
 - Lifeguarding certification (can be found on the Red Cross website - print and place in the filebox at pool)
 - Emergency Info form (print and place in file box at pool)
 - Work permit (for those 15 and under - print and place in file box at pool)
 - Have the Treasurer invite employees to Quickbooks Online to set-up their back account in the system so they can be paid by direct deposit.
- Coordinate with Treasurer to:
 - Activate Sling and Invite all employees to it.
 - Activate Spotify.
 - Activate WiFi and phone services.
 - Contact list
- Maintain employee files at the pool to include: I9, supporting documentation, and lifeguarding certificates (as needed)
- Ensure all Gate Guards and Lifeguards know how to get into the employee file box in case of county inspection
- Before the pool season begins, update all signage, logs, and applications for the pool in coordination with the Gate Guard and Lifeguard Supervisors and Party Coordinator:
 - WiFi password (get from Treasurer)
 - Concessions Open/Concessions Closed
 - Guest Sign In
 - Party Sign In
 - Guest Passes
 - Swim Test permission forms
 - Join the Pool!
 - Join the Swimteam!
 - QR code to have a party
 - Party Rental packet
 - Menu (to post at snack shack) once the list and pricing has been finalized by the Gate Guard Coordinator.
 - Snack Shack Cards
 - "We need this . . . " pad and sign
 - "Don't use Zettle for less than \$5 sign."
 - "We accept . . . " sign.

- Bathroom Cleaning Checklist.
- Maintain inventory of all forms throughout the season. Specifically:
 - Guest Sign In
 - Party Sign In
 - Guest Passes
 - Swim Test permission forms
 - Snack Shack Cards
- Update Zettle with the following:
 - All food prices (from Inventory Manager)
 - Membership fees (from Membership Chair)
 - Guest pass fees (from Membership Chair)
 - Party fees (from Party Coordinator)
 - Other items as necessary in coordination with the social committee
- Daily, process items in the safe in coordination with the Treasurer:
 - Reset Cash Bag Daily so gate guards can fill the cash drawer in the morning (generally, \$30 in \$1s, \$10 in \$5s, \$10 in quarters, \$50 total)
 - Send any membership payments along to the Treasurer and Membership Chair.
 - Notify the Party Coordinator if there are any party applications.
 - Update family records for kids who pass their swim test.
 - Add any unused, purchased guest passes to members' account.
- Audit and Submit payroll to Treasurer on a bi-weekly basis:
 - Ensure those under 15 do not work more than 5 consecutive hours without a DOCUMENTED 30 minute break, no more than 3 hours on a school day, no more than 8 hours on a non-school day, not after 7pm before June 1st, or after 9pm between 6/1 and Labor Day
 - Ensure employees clocked out on days when the pool was closed for weather

Party Rental Coordinator (Honeyly A)

- At the beginning of the season, update the Pool Rental Application (with changes approved by the board) and coordinate uploading to the LBCA website.
- Coordinate with Pool Committee Chair, Lifeguard Manager, Gate Guard Manager and Communications Coordinator
- Guide patrons through the Rental Application Procedure
- Maintain Party Rental Calendar *(Head LG and Head GG will need to review this calendar reviewing upcoming week and communicating with staff via Sling)*
- Process and approve party applications
- Verify with the Membership Chair to be sure the person renting is a pool member, and that payment is made.
- Confirm with the Lifeguard Manager (simple email to LochBraemarLifeguards@gmail.com) to confirm staffing for the event.
- Double check with the Communications Coordinator to make sure that the party rental is on the calendar and there are no conflicts.

Social Committee (Mike and Lauren)

- Work with Pool Committee Co-Chairs to create an event date for broadcast via email and social media.
- Recruit volunteers to run the event
- Create a flyer
- Set prices. Work with the Pool Coordinator to be sure that prices are loaded into Zettle.
- Purchase, cook, serve food, collect funds and provide cash and receipts to Treasurer
- Clean up post-event

Communications Coordinator (Michele N)

- Coordinate with President, Pool Committee Chair, Social Committee Chair, Party Rental Coordinator and Membership Chair
- Maintain Community Calendar
- Maintain Sign Messaging
- Maintain social media posts (Facebook) and email communications (via Google Groups)
- Maintain email addresses in Google Groups, update using data from Pool Pass program as new emails come on.
- Send TY's to Amazon Wish List purchases
- Send weekly emails. Keep Calendar updated for events.