



**Sand Springs Recreational Center, Williamstown, MA**  
**Assistant Director**  
**Job Description**

Sand Springs is one of the premier outdoor recreational facilities in the Berkshires. With its spring-fed pool and hot tub, beautifully-renovated clubhouse, café, and peaceful setting on nearly 3 acres, Sand Springs is one of the most beloved places in the region.

We are currently seeking a creative, organized, gregarious leader to assist our Executive Director in all aspects of the organization's programming and facility management. The successful candidate should have 3 – 5 years of experience managing young adults, operating a facility, and providing exceptional customer service. Experience with lifeguarding and/or swim instruction is a plus.

This is a seasonal position averaging 25 hours per week in late May and early September and 40 hours per week June through August (dates negotiable). The pay rate is \$18-22/hour, depending on experience.

Responsibilities include, but are not limited to:

- **Lifeguard Management**
  - Manage lifeguards including: hiring, training, scheduling, responsibilities and shift management
- **Customer Service**
  - Create a welcoming, safe, and accommodating experience for guests, while enforcing pool rules
  - Manage any issues that are escalated from lifeguards
- **Scheduling**
  - Work with the Executive Director to schedule and oversee group visits and private parties
- **Bookkeeping**
  - Learn how to use basic bookkeeping and payment software systems
  - Count cash daily; make deposits
- **Operations and Maintenance**
  - Manage and maintain pool chemistry, water levels
  - Monitor and clean pool filters, pool pump baskets
  - Enact routine draining and refilling of hot tub
  - Assist with routine facility maintenance, preparation, cleaning and organizing
- **Cafe Management**
  - Work with the Executive Director to develop café menu
  - Train staff on proper food preparation and clean up
  - Assist with inventory control
  - Maintain a well-stocked, clean and organized kitchen
- **Swim Academy Management**
  - Manage swim academy scheduling and communications
  - Provide private and group swim lesson instruction (if qualified)

Please send cover letter, resume, and any inquiries to [info@sandspringspool.org](mailto:info@sandspringspool.org) by Friday, March 15, 2019.