

Director of Club Palisades

Palisades Pool, Cabin John, MD

We are looking for an enthusiastic director to manage our six-week summer Club Palisades at Palisades Pool. In this role, you will work with 15-30 children, ages 5-12 years old. Your duties will include overseeing the day-to-day operations of the Club, communicating with parents, designing suitable recreational activities, and training and supervising club employees and High School student volunteers. Typically, the Club has run from mid June through July but we are flexible on the number of weeks the Club will be offered, depending on the selected candidate's summer schedule. This is an ideal job for a school teacher seeking summer employment.

Club Palisades at Palisades Pool runs weekdays from 10 am to 3 pm, with an early-drop-off option. Activities vary each day and may include games such as basketball, soccer, volleyball, dodge ball, kickball, water polo, swimming, ping pong, tennis, water balloons, shuffleboard, board games, foosball and arts & crafts. Club Palisades provides a snack each afternoon plus, every Friday, there is a lunch included. The Director is assisted by one or two Assistant Directors, as well as high school aged volunteers acting as Counselors-In-Training (CITs).

Club Director Responsibilities:

- Consulting with stakeholders, including Palisades Pool Board of Directors, to determine Club requirements.
- Communicating the week's Club activities to parents and responding to queries before and during the Club season. This includes pre-season enrollment administrative duties.
- Planning daily Club activities and creating activity schedules.
- Assisting in the hiring Club Assistant Director(s) and volunteer Counselors-In-Training (CITs).
- Overseeing and ensuring the wellbeing of Clubbers, Club employees, and volunteers.
- Managing the allocated budget, as well as ordering Club equipment and supplies.
- Modifying activities for Clubbers with special needs.
- Ensuring safe practices and a healthy Club environment.

Club Director Requirements:

- Ability to assume responsibility for the day-to-day management of Club Palisades.
- Experience in working with children ages 5-12 years old.
- Excellent interpersonal and communication skills.
- Ability to hire, train, and oversee Club employees, as well as ensure Clubbers' wellbeing.
- Ability to monitor expenses and supplies.

Pay: \$25 per hour

Send cover letter and resume to:

Jocelyn Rock at clubpalisades@palisadespool.com

Anita Seline at info@palisadespool.com

See www.palisadespool.com