

# General Manager - Kent Gardens Recreation Club

**Job title:** Human Resources Manager/ General Manager  
**Location:** 1906 Westmoreland St., McLean, VA 22101  
**Terms:** Seasonal (February-September)  
**Salary/rate:** Stipend for preseason; weekly salary for summer season  
**Requirements:** Position has flexible hours but presence is expected during select events (meets, special events) to ensure proper pool operation. General pool hours are 11am-9pm daily June-August. The Pool is open Memorial Day-Labor Day.

**About us:** Kent Gardens Recreation Club (KGRC) is a lovely tree-covered community pool with swim and dive teams that compete in the Northern Virginia Swimming League. We also offer swim lessons and sponsor social events during the season. KGRC is a member-supported non-profit organization, managed by an elected Board of Directors.

**About the role:** KGRC is hiring a General Manager (GM) to oversee every facet of the facility and ensure that the Pool operates smoothly, efficiently and in compliance with all safety and other standards.

**Responsibilities:**

- Liaison between staff and the Board
- Coordinate and track onboarding employees including hiring, training, gathering certifications, updating documents, and handling all necessary employee forms
- Ensure pool grounds and facilities are clean, safe and running efficiently
- Identify facility and maintenance issues
- Oversee the Snack Shack
- Manage payroll
- Ensure employee compliance with employee handbook and all policies, rules and regulations
- Schedule staffing for regular pool hours and events

**Candidate requirements:**

- Knowledge of Square payroll, timecards and POS system
- Experience managing 20+ employees
- Knowledge and certification of Pool maintenance and safety (Pool Operator License, CPR/First Aid Certified, local and state regulations, etc.)
- Knowledge of Virginia labor laws/requirements

## Contact us to apply

Contact [president@kgrc.org](mailto:president@kgrc.org) if interested in the position and include resume and salary requirements.