

POSITION DESCRIPTION
MANAGER
GEM LAKES RECREATION ASSOCIATION

1. The Manager is responsible to the GEM Lakes Recreation Association Board for the day-to-day management of the activities at the GEM Lakes Recreation Area. The activities that come under the Manager's responsibility are listed below. Additional specific task may be added at the discretion of the Board.
 - A. Hiring of lifeguards and maintenance employee(s). Priority for hiring should be given to residents of GEM Lakes.
 - B. Preparing budgets for employee salaries and materials to maintain the Recreation Area. All employee wage rates will be approved by the Board
 - C. Scheduling and directing employee work within the limits of the Board approved budget.
 - D. Maintaining Recreation Area property and facilities in good condition. This includes painting, cutting grass, pruning, keeping walk paths clear, weeding, resanding, removing debris and trash, cleaning, replacing rotted wood, etc.
 - E. Coordinating installation of temporary facilities such as telephone, etc.
 - F. Reserving the pavilion area for GEM Lakes members and collecting deposits and distributing keys.
 - G. Observing the condition of the 4 dams and reporting any unusual conditions or concerns to the Board.
 - H. Arranging initial SCDHEC swimming lake inspections and following SCDHEC rules with regards to the posting and monitoring of the swimming lake.
2. The position of Manager is normally considered to be part time not to exceed 20 hours per week unless the Manager is also the instruction lifeguard. The position requires some work throughout the year however it normally runs from mid-May through the end of September as determined by the Board.
3. The Manager's wage rate will be determined and approved by the Board. There are no additional benefits provided to the Manager with the exception that if the Manager is not a resident of GEM Lakes, the manager may utilize the facilities as any resident can.
4. The Board will make selection of the Manager.