



Friends of Hoyt Park & Pool (FOHPP)

Friends of Hoyt Park & Pool proudly supports and solely operates The TOSA Pool, The Landing and The Grand Hall at Hoyt Park in Wauwatosa, Wisconsin. Featuring an outdoor community pool with zero-depth entry, competitive lap lanes, shaded areas and a giant slide, the TOSA Pool provides summertime fun for all ages. Complementing the pool is the restored 1930s bathhouse – now renamed the Grand Hall - which is available to rent year-round. To supplement pool operations, The Landing Beer Garden was opened in 2014 and serves the community with trivia, live music, cribbage leagues and many other year-round activities.

FOHPP operates as an independent nonprofit and does not receive taxpayer support. Our mission is to enhance the quality of life for all members of the community by developing, maintaining, and operating a community pool at Hoyt Park.

The Office Manager plays a vital role in ensuring the smooth functioning of FOHPP by acting as the primary point of contact for staff, volunteers, and external partners. This position is responsible for managing finances, coordinating meetings and events, and streamlining operational communication within the organization. In addition to handling day-to-day administrative tasks, the Office Manager will assist new team members with onboarding, implement office policies and procedures, and support the Executive Director with special projects as needed.

Job Description: Office Manager

Schedule: Full time, 40 hours per week

Reporting To: Executive Director

Location: On-site/Hybrid with flexible hours; ability to work from home based on schedule and needs, as approved by the Executive Director

Qualifications:

- Preferred Education: Associate degree or higher
- Experience: 5+ years in a similar office management, finance or administrative role
- Proficient in Microsoft Office Suite and/or Google Workspace.
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion.

Roles and Responsibilities:

- Oversee daily office operations, including scheduling, supply management, mailing, printing, and vendor relations
- Manage the organizational budget process
- Handle bookkeeping duties, including management of QuickBooks and payroll
- Process vendor payments, bill payments, and vendor ordering
- Coordinate all technology and apps that are crucial to FOHPP workflows
- Handle all cash-related transactions and reconciliation
- Maintain compliance with safety protocols, HR policies, and operational standards.
- Flexibility to be on site during summer months as needed

The ideal candidate is detail-oriented, organized, and able to work independently while supporting the Executive Director and overall team. Strong communication skills and proficiency with office software and bookkeeping tools are essential for success in this role.

We are seeking a team player that is curious, ambitious and forward-thinking. Someone who values community and bringing joy to families and individuals throughout our region. If you are a proactive professional seeking a fun and exciting role on a collaborative team, we would love to hear from you.

Compensation:

\$55,000+ DOE

Benefits:

Simple IRA and company match

Insurance stipend

Unlimited PTO

Aflac insurance discount

Potential for salary increases and bonuses depending on performance

Work from home and schedule flexibility, as approved

Individual or family pool pass annually

To apply, please send resume and cover letter to info@tosapool.com.