



• SWIM & RECREATION CLUB •

### **Job Description**

TITLE: Director of Aquatics

FLSA: Exempt

SALARY: \$4500-\$5600 per month DOQ plus Bonus

BENEFITS: 100% employee paid Medical, dental, vision, and life insurance as well as 401k matching program

DEPARTMENT: Aquatics/Administration/Operations

REPORTS TO: Executive Director

#### **SUMMARY:**

Responsible for the planning, coordination, execution and promotion of all Aquatic Department programs. Ensures that the details and logistics for areas of responsibility are carried out as appropriate in support of the Club and its members. Provides expertise, advice and support to areas of responsibility. Directs the Safety Committee as well as manages the first aid of the Club, including resources and trainings. Leads the development and oversight of budgets for aquatics programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides ongoing evaluation of the quality of current programs; makes changes as needed. Develops and executes the appropriate programs which will encourage the participation of members.
- Promotes and communicates program and class offerings to Club members. Monitors enrollment in classes and use of facilities to ensure promotional activities are effective.
- Manages aquatics staff; leads interviews, hiring decisions and training. Plans, assigns and directs work; evaluates and manages performance. Actively participates in the development of employees through feedback and mentoring.

- Leads routine aquatics staff/instructor training sessions. Develops and implements appropriate processes and practices for aquatics staff.
- Leads and manages aquatic safety for the Club, including conducting staff in-services, trainings, and monthly skills checks as well as safety courses for members.
- Directs the Safety Committee and manages the first aid needs of the Club, including resources, supplies, and trainings.
- Oversees the maintenance of the aquatics facilities and equipment and makes recommendations for replacement and/or purchase of aquatics equipment and supplies.
- Ensures that the Executive Director stays abreast of aquatics program issues, problems, complaints, suggestions and needs.
- Provides the Executive Director with budget recommendations for aquatics programs; monitors and operates the aquatics facilities and programs within the approved budget.
- Develops effective working relationships with manager, colleagues, employees, members and vendors.
- Be a key leader on the Senior Leadership Team.
- Assists as needed or requested with special Club activities.

#### QUALIFICATIONS:

To perform this job successfully, an individual must be able to meet all required deadlines and perform each essential function at a competent level. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### GUIDELINES FOR EDUCATION AND EXPERIENCE:

- Bachelors or AA degree in Recreation or Physical Education preferred.
- Minimum of three (3) years of progressive experience in public/private aquatics or recreation programming.
- Certifications must include:
  - Lifeguard Certification
  - First Aid and CPR for the Professional Rescuer
  - Lifeguard Instructor (LGI)
- Certifications recommended:
  - Lifeguard Instructor Trainer (LGIT)
  - Water Safety Instructor (WSI)
- A familiarity with swim lesson program coordination and direction.
- Demonstrated success in event planning, coordination and execution.
- Excellent planning, implementation and organizational skills.

- Demonstrated ability to perform work within established deadlines and budgets.
- Outstanding verbal and written communication skills.
- Experience with advertising and promotion of programs and events.
- Strong creative ability, organizational skills, detail-orientation and customer service focus.
- Ability to maintain positive relationships with colleagues, managers, staff, vendors and members.

To apply please send cover letter and resume to Tonya Swick, Executive Director  
[tonyas@samena.com](mailto:tonyas@samena.com)

*The above position description is not intended to describe in detail the multitude of tasks that may be assigned but rather to give the incumbent a general sense of the responsibilities and expectations of his/her position. As the nature of the business/organizational demands change, so, too, may the essential functions of this position.*