



Job Description

Job Title: Director of Aquatics

Location: Natatorium

Reports to: Superintendent

Type of Position: Full Time/Classified

Hours: Varies

Primary Function:

The Aquatics Director is responsible for the planning, development, supervision, and evaluation of all aquatic programs and staff. This role ensures the safety and enjoyment of all aquatic facility users, maintains compliance with health and safety regulations, and supports the organization's mission to provide inclusive and engaging aquatic opportunities for the community.

General Description:

- **Program Development**
 - Develop and implement a variety of aquatics programs, such as swim competitions, lessons, water fitness classes, and recreational activities.
 - Collaborate with GCCS High School Swim Coaches regarding the needs and scheduling of the facility.
 - Maintain accurate scheduling, budgeting, and staffing to ensure smooth operations.
- **Staff Management and Development**
 - Recommend employees for hire, in accordance with established policies and procedures.
 - Train, supervise, and evaluate lifeguards, swim instructors, and aquatic support staff.

- Conduct lifeguard, swim instructor, and other safety certification trainings, and ensure staff certifications are current.
- **Budget Management**
 - Develop and manage the aquatics program budget, ensuring fiscal responsibility and program sustainability.
 - Manage and monitor expenses, and recommend cost-effective solutions.
 - Ensure all policies and procedures are followed with respect to financial management.
- **Operations and Management**
 - Ensure compliance with federal, state, and local health and safety standards, including lifeguard certifications and water quality testing.
 - Ensure a safe and inclusive aquatic environment by implementing and enforcing safety protocols.
 - Respond to incidents and emergencies in accordance with established protocols; conduct safety audits and drills regularly.
 - Maintain accurate scheduling, budgeting, and staffing to ensure smooth operations.
 - Establish clear and concise protocol for those requesting use of the Natatorium in accordance with current Facility Usage processes and procedures.
- **Collaboration and Communication**
 - Promotes aquatic programs through marketing and community outreach.
 - Maintain strong communication with participants, staff, parents, and the community to ensure a positive and inclusive environment.
 - Responds to inquiries and complaints in a timely and professional manner.

Additional Responsibilities:

- **Recommendations:** Provides input and recommendations to the Superintendent for program improvement and community relations.
- **Attendance:** Maintains regular attendance and performs other duties as assigned by the Superintendent.

Qualification Requirements:

To be successful in this role, an individual must be able to perform each essential function effectively. The following qualifications outline the necessary knowledge, skills, and abilities:

- **Educational and Certification Requirements:**

- Bachelor's degree in Recreation, Physical Education, Sports Management or a related field preferred.
- Minimum of three years of experience in aquatic program management.
- Current certifications in Lifeguarding, CPR/AED for the Professional Rescuer, and First Aid
- Certified Pool Operation (CPO) or Aquatic Facility Operator (AFO) certification required.
- Must be a certified lifeguard trainer.
- Must complete a specialized instructor course from a recognized organization, such as the American Red Cross, United States Swim School Association (USSSA) or Infant Aquatics.

- **Knowledge and Skills:**

- Strong understanding of all avenues of aquatics.
- Strong leadership, organizational, and interpersonal skills.
- Ability to work flexible hours including evenings and weekends as needed.
- Effective communication skills, including the ability to write reports, present to various stakeholders, and engage with parents and faculty.
- Mathematical skills to perform and explain basic calculations and apply concepts such as ratios, percentages, and probabilities in practical contexts.
- A clear understanding of all Board Policy is required.

- **Analytical and Problem-Solving Abilities:**

- Ability to apply logical sequencing, establish priorities, and solve problems independently or in a team setting.
- Competency in evaluating tasks, using common sense understanding, and troubleshooting complex situations, especially in high-stress environments.

- **Technology and Physical Requirements:**

- Proficiency with computers and educational technology.
- Valid driver's license and ability to travel between buildings as necessary.
- Physical demands include sitting, standing, walking, stair navigation, using hand and foot controls, and lifting/moving up to 50 pounds as needed.
- Capable of handling educational materials, maintaining accurate vision, depth perception, and hearing for effective communication.
- The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

- **Work Schedule:** 260 workdays per year.
- **Salary:** Salary and benefits are based on the Certified Coordinator/Director of Aquatics Fringe Benefit document.