

August 17, 2021

Aquatics Director

Contact: Ken Adrian, General Manager

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(919) 562 8895

General Description

- Management of all aquatic amenities, programs and services.
- Hiring, supervising, and scheduling of aquatics staff.
- Budget management for the Aquatics Department.
- Managing all aspects of indoor/outdoor pools.

Duties & Responsibilities

Ensures programs and services exceed member expectations to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.

Monitors daily pool operations to adhere to all state and local health and safety regulations and conducts and ensures proper maintenance of pools. Maintains accurate records of pool chemical levels and facility maintenance.

Recruits and hires staff across multiple dimensions of diversity. Onboarding and development of employees for success. Conducts lifeguard, swim instruction, first-aid and CPR trainings. Ensures records of staff certifications are current and complete.

Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with all club departments and members. Maintains regular, clear, and concise communication within area of responsibility.

Manages all programs, including developing and monitoring the program budget to meet fiscal objectives. Compiling and analysis of program statistics to evaluate the effectiveness of and participation in aquatics initiatives. Securing and scheduling the pool facilities; and creating and scheduling classes, practices, swim lessons, etc.

Requirements

- Three years aquatic management experience required.
- Bachelors Degree in Recreation, Education, or related field or equivalent combination of skills and experience.
- Proven supervisory skills in hiring, training, evaluating, and motivating staff and volunteers, as well as developing an effective staff team.
- Professional demeanor, excellent verbal and written communication skills, and the ability to work well with the public, staff, and volunteers.
- Proven fiscal management skills, knowledge of and expertise in aquatics programing.
- Current CPO certification (or willing to become certified within 60 days).
- Preferred: American Red Cross Lifeguard Instructor Certification.
- Preferred: American Red Cross CPR Pro Instructor Certification.