

The Jewish Community Center of Greater Columbus, OH 43209
AQUATICS MANAGER POSITION DESCRIPTION

Position Title: Aquatics Manager
Personnel Code: Program Staff

Dept No: 411000 **Department:** Aquatics
Status: Exempt **Supervisor:** Recreation & Sports Director

Mission Statement:

The Jewish Community Center of Greater Columbus is a human service agency offering a varied program that is Jewish in nature. It is committed to enhancing the quality of individual and family life through the promotion of physical, intellectual and spiritual wellness. It provides educational and cultural programs that reflect the Jewish heritage, health related activities and many services to the community at large. Through its wide array of programs, the JCC pursues its mission of strengthening the individual, family and community.

Revised by the Board of Trustees on April 16, 2012

Vision Statement:

The JCC nurtures a passion for Jewish learning and living. Through programs and services, the JCC provides comfortable and inviting environments in which the community can thrive.

Revised by the Board of Trustees on April 16, 2012

Agency Expectations:

- To support the mission of the JCC.
- To insure the highest quality of programs and services and possess a working knowledge of agency programs and services.
- To represent the agency and provide the highest quality of customer service to the individuals and groups with whom you come into contact.
- **To welcome, thank and engage JCC members and guests on a daily basis.**
- To treat fellow staff with respect.
- To adhere to all policies and practices provided in the employee handbook.
- To wear JCC Staff ID badge and attend appropriate staff meetings.

Position Summary: Primary responsibilities include supervision of three swimming pools, lifeguards, Sis, WSIs, and Aquatic Fitness Instructors. Instruct Lifeguard and WSIs certification and CPR/AED/First Aid classes. Provide a safe, clean pool and pool area environment. Develop and manage departmental budget. Develop new programming and build on current programs. Maintain open communications with members, parents, committees, staff, and supervisor.

Qualifications:

Knowledge and Education - Minimum Required or Preferred: BA/BS in Recreation, Sports Management, Physical Education and/or Related Field or equivalent experience in aquatics management.

Experience - Minimum Required or Preferred: Prior programming, instructing, administrative, budgeting and supervising experience (minimum 1 year); experience working with youth and adults (minimum 1 year).

Special Skills: Strong communication and organizational skills, knowledge of all pool safety rules, pool maintenance and chemicals, excellent customer service skills, multi-tasker, computer literate in Microsoft Office software, ability to work with outside vendors, schools and businesses, and enthusiastic about all aspects of the Aquatics field. Must be able to lift 50 lbs.

Certification Requirements:

The following certifications need to be accomplished within the time stated below. The JCC will reimburse the employee for the cost of obtaining required certifications after the employee has worked for the JCC for at least three months and within three months of completion of the training and certification:

- Lifeguard Certification (must have at time of hire)
- First Aid/CPR/AED Certification (must have at time of hire)
- First Aid/CPR/AED Instructor Certification (preferred and willing to get within a year)
- WSI Certification (preferred and willing to get within a year)
- Lifeguard Instructor Certification (preferred and willing to get within a year)
- WSI Instructor Certification (preferred and willing to get within a year)
- Water Exercise Certification (preferred)

Duties and Responsibilities:

Staffing:

- Hire, supervise, schedule and evaluate lifeguards, WSI's, Water Fitness Instructors, Swim Team coaches, and Pool Supervisors.
- Maintain staff HR paperwork and certifications.
- Manage aquatics staff payroll.

The Jewish Community Center of Greater Columbus, OH 43209

AQUATICS MANAGER POSITION DESCRIPTION

- Instruct monthly staff in-service meetings.
 - continually train staff on safety precautions
 - continually train staff in communication skills (with members and staff)
 - train staff to teach classes uniformly
- Effectively communicate daily pool schedule to staff.
- Perform lifeguard duties, teach lessons, and/or teach fitness classes as needed.

Programming:

- Utilizing the latest aquatics trends, develop new aquatic programs and classes.
- Evaluate current aquatics programming, seek input from interested parties, and improve existing programs.
- Develop, maintain, market, and display programming information.
- Develop, implement, and supervise "fun" pool programs.
- Instruct CPR/AED/First Aid Certification classes.
- Instruct Lifeguard and WSI certification classes.

Swim Lessons:

- Group and private lessons
 - Design, market, recruit, and manage all group and private lessons.
 - Distribute evaluations to participants at designated intervals.
 - Maintain annual progress report records (children).
- Preschool and camp lessons
 - Collaborate with Directors to meet the needs of the participants.
 - Design and manage all preschool and camp lessons.
 - Distribute evaluations to participants' parents at designated intervals.
 - Maintain designated instructor: student ratios.

Aquatic Fitness Program:

- Maintain a quarterly Fitness Class Schedule.
- Develop new classes.
- Find substitutes as needed.

Other Managerial Aspects:

- Maintain a safe and clean pool environment at all times.
- Develop, implement and maintain Aquatics Department budget.
- Develop and communicate a monthly pool schedule to JCC members and employees.
- Maintain all paperwork for pool operations.
- Schedule, contract, and manage pool rentals for swim clubs, teams, and community organizations.
- Check inventory and purchase equipment as needed.
- Serve as professional staff for the Aquatics Committee.
- Serve in building coverage capacity as needed.
- Attend and actively participate in various JCC Committees as necessary.
- Meet weekly with direct supervisor.
- Be a contributing member of the JCC staff by assisting in any area as needed.
- All other duties as assigned.

Acknowledgement:

Employee's Name Printed

Employee's Signature

Date of Signature