

**Job Title:** Aquatics Manager  
**Department:** Aquatics  
**Reports To:** Director, Operations + Facilities

**FLSA Status:**  
**Prepared Date:** Exempt  
April 2019

*All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:*

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

**Position Summary:**

The Aquatics Manager is responsible for the safe and efficient management of all SJCC aquatics programs, maintenance and upkeep of the swimming pool facility, and supervision of aquatics staff.

**Essential Duties and Responsibilities:**

- Direct and oversee all swim programs, including (but not limited to) group and private/semi-private swim lessons, lifeguard training, water exercise classes, and other aquatics programs, ensuring the highest levels of quality and professionalism in all areas.
- Stay abreast of the latest trends and research regarding aquatics programs, leveraging new information to review current programs and pool usage and make improvements as necessary.
- Provide ongoing and specialized training for lifeguards and instructors and assign work, ensuring that the pool is guarded during all open hours; maintain adequate "no-show back up plan" and fill in if necessary. Schedule properly trained lifeguards at the waterfront for boating/lake swim activities in season.
- Teach, coach, guard, or perform other pool-related duties when necessary, including direction/instruction of PE contracts.
- Maintain department budget, including (but not limited to) tracking revenue and expense, reviewing payroll reports, approving departmental expenditures, and reviewing credit/refund forms.
- Work closely with colleagues (e.g., registrar, marketing team, Early Childhood School faculty, Kidstown counselors, etc.) to ensure efficient and effective administration of aquatics programs, for example, collecting fees, scheduling lessons, creating pool schedule and promoting programs, coordinating student shuttling, etc.
- Meet or exceed Health Department requirements and SJCC standards for chemical balances in the pool and men's hot tub; maintain accurate documentation and records.
- Maintain a clean pool and hot tub facility, including ordering chemicals and keeping inventory, water balance, filtration, vacuuming, disinfection of decks, maintaining pumps/motors, etc.
- Oversee all pool rental contracts and programs to the extent of the contract.
- Cultivate and sustain partnerships with French American School of Puget Sound (FASPS), Yellowwood Academy (YWA) and others, as appropriate.
- Assist with various SJCC community-wide programs as needed.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling demands.
- Other duties as assigned.

**Supervisory Responsibilities:**

This position supervises the swim instructors, lifeguards, and swim coaches. Responsibilities include interviewing, hiring, and training employees; planning, assigning, scheduling, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

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High school diploma or general education degree (GED) and at least one year of supervisory experience within a pool/aquatics setting are required.

Previous experience and/or current skills must include: strong customer service skills and ability to work with people of all ages; strong organizational skills and ability to multitask; experience working effectively both independently and as part of a team.

Certificates and Licenses:

The following certifications are required and must be maintained:

- Current Lifeguard and First Aid Certification.
- Current CPR for the Professional Rescuer and AEC (Adult and Child) Certification.
- Certified Pool Operator (must be obtained within the first year of employment).

The following certifications are recommended:

- Water Safety Instructor (WSI).
- Lifeguard, First Aid, CPR, and AED Instructor Certification.

Computer Skills:

Working knowledge of Microsoft Word, Excel, and Outlook is required.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

Reasoning Ability:

Ability to apply common sense understanding to the carrying out of detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Physical Demands and Work Environment:**

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk, hear, walk, swim, paddle, and stand. The employee is occasionally required to stoop, climb, balance, kneel, bend, crouch, crawl, and reach with hands and arms. The employee is regularly required to lift, push, and/or pull persons or equipment over 100 pounds. Specific vision requirements include close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Environmental Conditions: The work is frequently performed around or in a pool facility, with a moderate noise level. Must have the ability to handle common pool chemicals. Surfaces are frequently slippery and wet. Occasionally work is performed in an office environment, with a moderate noise level. Local travel may be required.