

Job Title: Aquatics Manager
Department: Aquatics
Reports To: Chief Operating Officer

FLSA Status: Exempt
Prepared Date: June 2022

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 leads the operations of the SJCC Aquatics programs, including but not limited to, daily swim lessons and swim camps. The Manager is responsible for the safe and efficient management of all Aquatics programs, maintenance of the swimming pool facility, supervision of Aquatics staff, and collaboration with other SJCC departments and community partners.

Essential Duties and Responsibilities:

- Direct and oversee all Aquatics programs, including but not limited to group and private/semi-private swim lessons, lifeguard training, swim camps, and other aquatics programs, ensuring the highest levels of quality and professionalism.
- Develop and implement new Aquatics initiatives, and improve current programs, to increase revenue, increase efficiency, and improve services.
- Supervise, schedule, hire, train, evaluate, and support Aquatics staff; ensure each team member has and maintains the relevant requisite training and certifications.
- Ensure that the pool is properly staffed with Swim Instructors and Lifeguards at all times; fill in to provide swim instruction and lifeguard coverage when necessary.
- Maintain department budget, including but not limited to, tracking revenue and expense, reviewing payroll reports, approving departmental expenditures, and reviewing credit/refund forms.
- Perform administrative duties, such as budgeting and goal setting; submit payroll and HR paperwork accurately and on time.
- Maintain a clean, safe pool facility, including ordering chemicals and keeping inventory, water balance, filtration, vacuuming, disinfection of decks, maintaining pumps/motors, etc.
- Meet or exceed Health Department requirements for chemical balances in the pool and men's hot tub; maintain accurate documentation and records.
- Work closely with colleagues, such as Early Childhood School, Fitness, and Kidstown/Camp, to deliver collaborative programs and ensure efficient and effective administration, (e.g. collecting fees, scheduling lessons, and coordinating student shuttling).
- Cultivate and sustain partnerships with French American School of Puget Sound (FASPS), Nurturing Water Therapies, and other community partners; collaborate with partners to schedule and deliver Aquatics services.
- Partner with Marketing Department to enhance visibility of the Aquatics program on the SJCC website and social media; ensure ongoing visibility and advertising of programs/facilities; provide Aquatics program content for SJCC newsletters.
- Provide exceptional customer service and develop positive relationships with all Aquatics guests.
- Assist with various SJCC community-wide programs as needed.
- 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.
- Perform work on weekends and evenings as needed to meet applicable deadlines or scheduling demands.
- Other duties as assigned.

Supervisory Responsibilities:

This position supervises all Aquatics team members, including Swim Instructors, Lifeguards, and Aquatics Coordinator(s).

Responsibilities include interviewing, hiring, and training employees; planning, assigning, scheduling, and directing work; appraising performance; providing positive and constructive feedback; 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:

- 3+ years' relevant work experience in an aquatics setting, including managing swim lessons and maintenance of a pool facility
- 2+ years' supervisory experience in a pool/aquatics setting
- Prior experience as a Swim Instructor

Knowledge, Skills, and Abilities:

- Strong supervisory skills
- Strong customer service skills
- Knowledge of pool facility maintenance and upkeep, including all relevant Health Dept. requirements
- Working knowledge of Microsoft Word, Excel, and Outlook.
- Ability to work effectively with people of all ages and backgrounds
- Strong organizational skills
- Ability to work effectively both independently and as part of a team
- Excellent verbal and written communication skills

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 (or obtained within 30 days of employment)

Additional Employment Requirements:

- Satisfactorily pass a criminal background check
- Up-to-date with COVID-19 vaccinations, as defined by King County Public Health (employees may make requests for a reasonable accommodation in accordance with applicable laws)

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 50 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 to loud noise level. Surfaces are frequently slippery and wet. Occasionally work is performed in an office environment, with a moderate noise level. Local travel may be required.