



The Jewish Community Center has an opening for a full time **Aquatics Director** to join our team. This position oversees part time and full time staff across our two locations and would be expected to work at both sites and evenings and weekends as necessary.

Our Aquatics program is located across two St Louis area locations, Creve Coeur and Chesterfield, with 6 indoor and outdoor pools. Our features include: lap swimming, water walking, aqua exercise classes, swim team, lessons, water slides, and children's water play features.

Full time staff at the J are eligible for our employee benefits package including medical, dental, paid sick, vacation and holidays, pension, 403b, etc.

Summary

The Aquatics Director oversees all aspects of a comprehensive and safe Aquatics program at our facilities. The job requires a high degree of flexibility and commitment with the desire to be #1 in the Aquatics field.

Responsibilities

- Supervise the J's Aquatics facilities maintaining a high level of safety. Provide direction for the patrolling of the pools and the enforcement of safety rules and standards. Ensure adherence to American Red Cross, OSHA and J standards.
- Provide direct supervision to the two Aquatic Site Supervisors as well as to full and part time Aquatics staff (lifeguards, instructors, coaches, aquatic exercise instructors, pool managers, etc.)
- Ensure that continuity and consistency is maintained between the J's aquatic facilities.
- Together with the Aquatic Site Supervisors, recruit/hire/supervise/schedule/train/evaluate employees in accordance with American Red Cross and JCC standards. Fulfill the requirements of the American Red Cross Aquatic Examiner program or equivalent program. Verify, manage and maintain staff credentials.
- Together with Human Resources, handle employee relations and discipline, with documentation, involving aquatics staff and patrons.
- Supervise and conduct practice drills to hone skills and simulate emergency situations; plan and lead monthly in-services for staff on programming, customer service, safety procedures and skill enhancement.
- Plan and organize workloads and staff assignments, communicating schedules clearly and effectively.
- Motivate staff around Aquatics department objectives.
- Create departmental policies and uphold J policies and procedures. Ensure that Aquatic staff is knowledgeable of and held accountable for following proper policies and procedures.
- Monitor revenues and expenditures for Aquatics budget to assure sound fiscal control. Prepare annual budget and participate in regular budget review meetings. Ensure that

Aquatics is operating within established budget and identify and perform cost control activities.

- Compile data, document activities and develop reports and records regarding pool and facility usage/attendance, maintenance, revenues, purchasing, staff scheduling, and other requested information so that statistics are readily available for review.
- Administer payroll for the FT aquatic staff in accordance with J policies and procedures. Verify payroll for accuracy; follow up with staff on proper procedures.
- Schedule, plan, coordinate staff, and implement a comprehensive program of activities and use of the pool, including: swim lessons, swim teams/club, exercise classes, recreation, lap swimming, special events, etc. Ensure program offerings are current and meet community needs. Special events include Senior Olympics aquatic events, Indoor Triathlon, Duck Races, Rentals, and other events as they arise.
- Oversee the quality of the swim lesson program for both the J and the JCC Day Camp. Work closely with Camp Director(s) to coordinate scheduling, staffing, supervision, and quality.
- Supervise, conduct, and organize American Red Cross Water Safety Instructor (WSI), Lifeguard, CPR and AED certification classes for both internal and external customers.
- Substitute for lifeguards or instructors as needed.
- Work with Marketing Department to produce timely publicity and a yearly marketing plan, including: news releases, program brochures, signage, flyers, and bulletin boards for all programs.
- Make regular inspections of facility and pool operations. Ensure pools are clean, chemicals are monitored and problems identified. Work together with Building and Grounds staff for any required maintenance.
- Monitor equipment for proper maintenance; identify replacement and new item needs for indoor and outdoor pools.
- Utilize excellent customer service skills, establish and maintain effective working relationships with employees, members, vendors, and the community.
- Respond to member, employee and vendor concerns and ideas in a timely and appropriate manner creating a positive member and family service environment.
- Track outcomes and monitor program quality through use of surveys as well as by listening to direct customer feedback. Evaluate program outcomes and enact change to ensure high quality and meaningful aquatics programs and services for members.
- Provide leadership and direction in the development of short and long range strategic plans. Develop and foster working relationship with lay committee(s), organized groups, individuals or other interested parties to provide information, evaluate program needs, revise or formulate programs, and further public relations for the J.
- Work cooperatively with professionals and lay people from the J and other organizations to plan and implement special projects and events. Work with other departments of the J to develop and coordinate programming and or special events to meet member needs; for example, Day Camp swim lessons, Early Childhood swim lessons, etc.
- Maintain a professional image and manner constant with the J's mission and goals.
- Attend agency and departmental meetings as required.
- Assist in other areas of the J where needed and appropriate; other duties as assigned by supervisor

Qualifications

- High School Diploma or GED is required.

- Bachelors Degree in Physical Education, Recreation, Management or related field is preferred.
- 4 years of prior experience in Aquatics management and supervision is required.
- Current certifications in American Red Cross WSI, Lifeguard, CPR/AED/First Aid for the Professional Rescuer are required.
- Instructor trainer certifications are desired or the ability to obtain within 6 months of hire.
- Prior experience coaching, participating in, and or managing competitive swim team is desirable.
- Must be proficient in Microsoft Office Suite (Word, Excel, Access, Outlook, Power Point).
- Must have excellent interpersonal skills. The ability to communicate effectively and diplomatically with staff and customers is essential.
- Supervisory skills including planning, budget management, team building, conflict resolution, and staff evaluation are required.
- Must have demonstrated ability to multi task and prioritize with attention to detail.
- Demonstrated ability to provide exemplary customer service is required.
- Strong written and verbal communications skills are required.
- Must be able to work flexible hours in an environment with constant mobility.
- Must be able to perform and demonstrate the physical duties required of lifeguards, swim instructors, swim coaches, aquatics exercise instructors, etc. Physical duties of position include hands on water instruction; working in indoor and outdoor facilities including outdoors in summer heat, humidity and sun; and must be able to lift/carry/move patrons for rescue.

For additional information about the J, please see our website: www.jccstl.org .

To apply for this position, please send your resume, cover letter and completed J application to careers@jccstl.org . Please indicate the position title of the position you are applying for in the subject line of your email, "Aquatics Director". The J application is available for printing from the employment section of our website. This is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.