



## Job Posting

The Jewish Community Center has a full time opening for an **Aquatics Site Supervisor** to join our team at our Creve Coeur location.

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:** Under the supervision of the Aquatics Director assist in the management, development and evaluation of a comprehensive and safe aquatics facility and program for the JCC.

### Responsibilities:

- Supervise the Aquatics facility 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 and OSHA standards.
- Supervise the Aquatics staff including but not limited to lifeguards, swim instructors, exercise instructors, seasonal staff and volunteers.
- Plan and organize workloads and staff assignments, communicating schedules clearly and effectively.
- Motivate staff around Aquatics department objectives.
- Required to work as a swim instructor (and/or lifeguard) 15 hours per week.
- 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, Birthday Parties, 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.
- Under guidance from the Aquatics Director, oversee the quality of the Splash Academy 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.
- Together with the Aquatics Director, supervise, conduct, and organize American Red Cross Lifeguard, CPR and AED certification classes for both internal and external customers.
- Identify staffing and training needs, and along with the Director, conduct interviews, train, coach, and evaluate Aquatics staff.
- Provide in-service training for programming, customer service, and safety procedures.
- Along with the Director, provide leadership and direction in the development of short and long range strategic plans as well as foster and develop the Aquatics Committee to aid in planning and programming.
- Utilize excellent customer service skills, establish and maintain effective working relationships with employees, members, vendors, and the community.

- Communicate effectively with staff, vendors, and members. Answer all phone calls promptly while keeping a telephone log book noting follow up.
- Plan, develop, and implement aquatic programs and coordinate staff in the implementation of the programs. This includes Swim Academy, Summer Camp aquatics programming, Senior Olympics aquatics events, Indoor Triathlon, Duck Race, Rentals, Swim Club/Team, and other events and programs as they arise.
- Assist in the development, implementation and supervision of Sports, Recreation and Aquatics departmental special events.
- Monitor revenues and expenditures to assure sound fiscal control. Assist in the preparation of the annual budget and participate in regular budget review meetings. Ensure that assigned area is operating within established budget and identify and perform cost control activities.
- Review and approve payroll for part time Aquatics employees.
- Working with the Aquatics Director and Human Resources, handle employee relations and discipline, with documentation, involving aquatics staff and patrons.
- 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.
- Additional responsibilities as assigned which includes supporting the Sports, Recreation, and Aquatics department.

**Qualifications:**

- High School Diploma or GED is required.
- BA/BS in Recreation, Physical Education or other related field is preferred.
- Previous aquatic experience in an organized program such as a community center, park district or university is required.
- Prior supervisory experience is preferred.
- American Red Cross Lifeguard certification is required. Certifications at the Instructor levels (LGI) are preferred.
- American Red Cross Water Park certification is preferred.
- Must have demonstrated ability to multi task and prioritize with attention to detail.
- Must be proficient in Microsoft Office Suite (Outlook, Word, Excel, Access, PowerPoint).
- Demonstrated ability to provide exemplary customer service is required.
- Strong written and verbal communications skills are required.
- Prior budget management experience is preferred.

For additional information about the J, please see our website: [www.jccstl.org](http://www.jccstl.org) .

To apply for this position, please send your resume, cover letter and completed J application to [careers@jccstl.org](mailto:careers@jccstl.org) . Please indicate the position title of the position you are applying for in the subject line of your email, "Aquatics Site Supervisor-Creve Coeur". 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.