



990 Pelham Parkway South ~ Bronx, NY 10461

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🌐 www.bronxhouse.org

JOB DESCRIPTION

Job Title: Director of Aquatics
Department: Aquatics
Reports To: Managing Director of Fitness, Aquatics, & Sports
FLSA Status: Full Time, Non-Exempt
Contact: Email cover letter and resume to jonathan@bronxhouse.org

SUMMARY

Manage and develop aquatics programs. Oversee and train staff members, manage the day-to-day operations of the department, and oversee maintenance of the aquatics equipment. Manage the budget for the department. Plan and develop systems and procedures to improve the operating quality and efficiency of the department. Supervise staff in accordance with agency policies and procedures. Responsible for hiring, training, and scheduling aquatic employees. Tuesday-Saturday.

Position responsibilities include:

- Schedule all pool activities, lessons and private rentals to ensure optimal pool usage.
- Facilitate and provide high quality aquatic programming for all levels of swimmers from toddler to adult, including the Bronx House Special Needs swim program.
- Hire, supervise, train and evaluate lifeguards and instructors.
- Conduct training of staff in Lifeguard Training (LGT), Water Safety Instructor (WSI), First Aid & CPR; ensure that all staff certifications are maintained. Ensure high program standards are followed; provide regular in-service training to staff as needed.
- Work with the Maintenance Director to ensure proper maintenance of pool filtration system, chemical balance and other aquatic operating systems.
- Perform regular safety inspections of pool and equipment to reduce hazards and to provide maximum safety to patrons.
- Survey patrons and evaluate programs to determine public needs and how to increase program efficiency and effectiveness; receive patron complaints and suggestions and respond appropriately.
- Market the Aquatics program to the community with the goal of increasing enrollment in classes.
- Perform related duties as required.

Minimum Qualifications:

- ARC certifications (LGT, WSI, LGT-I) and a degree in a related field or comparable experience is required. NYC Pool Operator certification a plus.
- Experience working with special needs/adaptive aquatics populations.
- Knowledge of the NYC Board of Health pool regulations and requirements.
- Considerable knowledge in planning, organizing, and implementing Aquatics programs.
- Knowledge of swimming pool filters, mechanical systems, use of chemicals for pool and water chemistry.
- Ability to work with the public and possess excellent public relation skills.
- Excellent customer service skills. Good communications skills (verbal and written)
- Excellent staff supervision skills; ability to create positive working relationships with employees & public.
- Demonstrated perseverance, grace under pressure and the ability to be a strong leader and team player.

EDUCATION/EXPERIENCE: Associates Degree Required, Bachelor's Degree Preferred

SALARY: \$52,000 - \$55,000 per year

BENEFITS: Benefit package, including health insurance, dental/vision options, life insurance, pension plan and paid holidays and vacation.