

BOYS & GIRLS CLUBS OF DORCHESTER
JOB DESCRIPTION

TITLE: **Aquatics Director**
DEPARTMENT: **Aquatics**
REPORTS TO: **Director of Operations**
FLSA CLASS: **Exempt**
STATUS: **Full-Time**

JOB SUMMARY/PRIMARY FUNCTION:

Responsible for the delivery of a broad range of programs within the core program area of Aquatics. By personal example, helps interpret the quality of BGCD values to members, parents and staff. Plans, develops, implements and assesses all programs and activities and supervises the program and the staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Program Management

- Responsible for oversight of all aspects of the aquatics program including, but not limited to, program planning and implementation, maintaining program budget, implementing Club policies and practices and securing additional program resources when appropriate.
- Manage and schedule all pool activities and private rentals to ensure optimum pool usage.
- Provide instruction for the BGCD swimming lessons and programs.
- Establish and maintain program objectives and goals designed to maximize program participation, consistent with organizational goals and mission.
- Evaluate programs on a continual basis to ensure programs/activities respond to member needs and address their diversity and demonstrate high quality via outcome assessments.
- Ensure the successful delivery of aquatics grant funding requirements, including compliance and reporting on grant outcomes.
- Collaborate with area organizations and local volunteers to meet aquatics program needs. Coordinate with partnerships and consultants who can offer instruction, support and guidance to members and staff.
- Maintain safety of children as a first priority. Emphasize personal safety and emotional wellbeing with children, parents and other program staff at all times.
- Responsible for the development and implementation of collaborative programs and events both within the Club and area organizations and local volunteers.
- Use positive, constructive methods of behavior guidance/positive reinforcement and ensure that all staff does the same.
- Increase visibility of aquatics programs via posting of daily schedule, announcements of upcoming events and the dissemination of timely information through mailings, fliers, social media and additional media resources.
- Handle the filtration system and other aquatic operating systems with the assistance of the Facilities Manager. Maintains proper pool chemical balance.

- Perform regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to members. Works with the City of Boston to maintain health permit.
- Coach the Marr-Lin swim team, including holding practices and hosting and attending swim meets.
- Organize and lead fundraising for the swim team, budget and transportation for regional and national meets, special event fundraisers, and parents group.
- Responsible for setting up registration and taking daily attendance for open swim, swim lessons and swim team in Daxko.

Staff Management

- Recruit, train, coach and supervise qualified aquatics department staff and volunteers in accordance with established standards and goals.
- Conduct training of staff in water safety, first aid and CPR; ensures that all certifications of staff are maintained. Ensure high program standards are followed; provides regular in-service training to staff as needed.
- Develop lifeguard deck rotational system for monitoring the pools and all other pool deck operations.
- In-person attendance at all staff meetings and training sessions. Participate in professional development opportunities as appropriate.

Additional Responsibilities:

- Communicate and consult with parents concerning member and club achievements and program efficiency and effectiveness.
- Travel between sites and to activities as needed.
- Adhere to and uphold all Club and Member rules and policies.
- Assume other duties as assigned by CEO, COO, SVP of Operations, and Director of Operations,

SKILLS/KNOWLEDGE REQUIRED:

- Four year degree in Recreation, P.E. or a closely related field from an accredited college or university, including a minimum of three years' directly related aquatics experience in a Boys & Girls Club or similar organization, preferred.
- Certification in first aid, CPR for the Professional Rescuer, AED and WSI lifeguard training or equivalent.
- Certification as an Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) is preferred.
- Age group swim coaching experience.
- Must possess group leadership skills, including an understanding of group dynamics.
- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.
- Flexibility to work varying hours especially as seasons and service needs change.
- Proven ability to work with and understand the needs of children and be committed to working with participants from a variety of backgrounds.
- Pre-employment health physical screening is required annually.
- Must have a valid Driver's License and comply with the Clubs van driver approval process.
- Must consent to a CORI/SORI and background check.

RELATIONSHIPS:

Internal: Maintain close, daily contact with all administrative, aquatics staff, all other program staff.

External: Maintain contact as needed with external Boys & Girls Clubs, community groups, schools, members' parents and others to assist in resolving problems, promote Club activities and coordinate efforts. Represent the Club with the Program Council Swim League to ensure continued compliance.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Physical ability to respond to emergencies and administer CPR and First Aid effectively; Physical mobility to properly use aquatic equipment to rescue a 200lb person; physical ability to see, hear and communicate clearly; Visual and auditory ability to respond to critical incidents and the physical ability to act swiftly in an emergency both on land and in the water.

Work is conducted in wet and dry conditions with exposure to fumes, toxic or caustic chemicals. May occasionally work near moving mechanical parts, pool mechanical systems. Noise level is usually loud.

Occasional – Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common; involves occasional exposure to demands and pressures from persons other than immediate supervisor.