

AQUATICS DIRECTOR

QUALIFICATIONS:

- Graduation from a four-year college or university with a degree in recreation or a closely related field, and three years experience in the management, operation and maintenance of an aquatic facilities, or an equivalent combination of education and experience.
- **Must have NJ Pool Director Certification.**
- Must be a Certified Pool Operator.
- Must have current CPR/First Aid/AED certifications.
- Must have current Water Safety / Lifeguard Instructor/Trainer certifications.
- Knowledge of pool chemistry, filtration and chemical injection systems.
- Knowledge of Occupational Safety and Health Act (OSHA) and NJHSS regulations to assure compliance and public safety.
- Knowledge of United States Swimming and Diving rules and regulations.
- Considerable knowledge of recreation philosophy, planning and administration.
- Knowledge of the equipment, facilities, operations and techniques used in a comprehensive aquatic recreation program.
- Ability to develop, coordinate, and direct varied activities involved in a community recreation program.
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders, and the general public.
- Ability to communicate effectively orally and in writing.
- Ability to plan and supervise the work of paid staff and volunteers.
- Required criminal history background check and proof of U. S. citizenship or legal resident alien status.

REPORTS TO:

Director of Athletics & Co-Curricular Activities.

SUPERVISES:

- Supervise, direct or guide all operations with knowledge of the district's long and short-range goals.
- Supervises aquatic staff including lifeguards, instructors, seasonal employees, and volunteers.

JOB GOALS:

Under the direction of the Director of Athletics and Co-Curricular Activities, the Aquatics Director manages the operations and programs of the Neptune Aquatic Center in accordance with the policies, regulations and purposes of the Neptune Township Board of Education and Neptune Township School District.

PERFORMANCE RESPONSIBILITIES:

- The ability to work closely with staff in identifying and developing aquatic programs and services to meet the goals and objectives of the district and community.
- The candidate must possess a variety of skills to include leadership development, communication, program management, fiscal management, program promotion, program planning and administration, pool operations, and the recruitment, training and evaluation of paid and volunteer staff.
- The candidate must also be able to delegate appropriate responsibilities involved with the day to day operations of the aquatic facility.
- Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials, and all members of the general public.
- Manages and supervises assigned operations to achieve goals within available resources.
- Directs the patrolling of the pool and the enforcement of safety rules and regulations.
- Plans and organizes workloads and staff assignments.
- Selects, trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans. Gathers, interprets, and prepares data for studies, reports and recommendations.
- Assures that assigned areas of responsibility are performed within budget, and performs cost control activities.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control and prepares annual budget requests.
- Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Researches, plans and implements fee structures for aquatic facilities.
- Plans, develops and implements aquatic programs and coordinates staff in the implementation of the programs.
- Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications promoting aquatic programs and facilities.
- Reviews existing aquatic programs and revises or changes programs as needed.

- Schedules various aquatics competitions throughout the year. Approves the scheduling of all aquatic activities.
- Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.
- Chairs Neptune Aquatic Center Advisory Committee.
- Promotes interest and provides information regarding aquatics programs to school officials, other recreation officials, community service groups, other departments, and the general public.
- Along with Custodial Supervisor, oversees the maintenance of the swimming pool.
- Assures that the pool is in compliance with NJ Department of Health and Human Services statutes and regulations.
- Responsible for troubleshooting mechanical and chemical systems and scheduling maintenance and repairs of the systems.
- Attendance at work is an essential function of this position.
- Monitors and maintains pool filtration system.
- Monitors pool water chemistry through testing of water samples.
- Adjusts chemistry as needed to maintain standards.
- Serves as the K-5 Teacher of Water Safety for the school district.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.
- The employee is occasionally required to swim, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must be physically able to perform all rescue skills, including backboard rescue and deep water lift.
- The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee occasionally works in outside weather conditions.

- The employee is frequently exposed to wet and/or humid conditions, toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

TERMS OF EMPLOYMENT:

Twelve (12) month position with conditions set by the Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Adopted by the Board: 30 September 2009

Readopted by the Board: 26 February 2020