



Job Title	Aquatics Director
PVN ID	CC-2209-005085
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Athletics
Status	Full Time
Annual Salary	\$51,242.00 - \$63,382.00
Hour(s) a Week	35
Closing Date	Feb 28, 2023 (Or Until Filled)

General Description

Under the supervision of the Athletics Director, the Aquatics Director will oversee the coordination of program operations and events for the College's Athletics Department including, but not limited to: scheduling and supervision of hourly staff in areas of the Aquatics Department, and Swimming Pool. In addition, this individual will be responsible for coordinating, supervising, executing and evaluating programming, as well as, overseeing membership, and local competitions.

Other Duties

Specific duties include: Program Management

-Responsible for oversight, supervision, and assessment of (but not limited to) Swim Lesson curriculum for City College community, Hamilton Heights Community, hiring and training of swim instructors, and creating the swim lesson schedule. - Oversee the recruitment of swim class participants.

-Accountable for oversight, supervision, and assessment of pool rentals including competitions.

- Oversee revenue generation for lessons, memberships, and rentals.
 - Facility Management - Assure compliance with all City and State regulations for the proper functioning of a swimming pool facility.
 - Oversee the water treatment system on a daily basis. Oversee the management/membership tracking system. Introduce and implement systems to enable the proper management and coordination of the activities and schedules of the departments.
 - Oversee design, construction maintenance and repairs of the facility, as well as marketing and advertising activities. Educational Training - Provide lifeguard re-certification training workshops as needed.
 - Responsible for all teaching and team coaching elements including guidance and mentorship for new instructors, coaches and staff.
 - Supervise part-time and full-time staff - Assistant Coordinator, Lifeguards, instructors, federal work study students, and interns that serve within the Department of Athletics, Recreation and Intramural.
- Contribute to the overall success of the intercollegiate athletics program by willingly performing all other duties as assigned by the Vice President for Student Affairs and Enrollment Management.

Qualifications

Bachelor's degree with a minimum of four (4) years' experience in Aquatics, Coaching, Pool Operation, and/or Recreation management required. Other requirements include: demonstrated ability in and a strong commitment to educational values, impressive interpersonal skills, ability to work effectively with diverse groups, individual understanding of the philosophy on which Division III athletics is based, and commitment to the institutional goals of The City College of New York. A driver's license is preferred. A strong customer service orientation, leadership skills and attention to details are essential, along with excellent oral, written and interpersonal communication, presentation and networking skills.

Certifications Preferred:

- Certified Pool Operator (CPO)
- LifeGuard Pro

