



## **Aquatics Director**

**Management Range: 9**

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

### **SUMMARY DESCRIPTION**

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Under the general direction of the Vice President of Administrative Services, the Aquatics Director is responsible for the daily operation, planning, organization, and administration of the Crafton Hills College Aquatics Center.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Plans, directs, supervises and assumes primary responsibility for the safe and efficient conduct of all events in the Aquatics Center.
2. Develop, implement, and market aquatic programming, which may include: swimming lessons, competitions, private lessons, arthritis aquatics, water fitness, lifeguard classes, special events, and summer activity.
3. Manage and maintain required training for Aquatics Center staff.
4. Supervises aquatic staff including pool attendants, lifeguards, seasonal employees, maintenance staff and volunteers.
5. Plans and organizes workloads and staff assignments.
6. Selects, trains, motivates and evaluates assigned staff, reviews progress and directs changes as needed.
7. Directs the patrolling of the pool and the enforcement of safety rules and regulations.
8. Develop, maintain, revise, and enforce pool policies and procedures.
9. Provides leadership and direction in the development of short and long range plans. Gathers, interprets, and prepares data for studies, reports and recommendations.
10. Assures that assigned areas of responsibility are performed within budget and performs cost control activities.
11. Monitors revenues and expenditures in assigned area to assure sound fiscal control and prepares annual budget requests.
12. Assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
13. Researches, plans and implements fee structures for aquatic facilities.
14. Plans, develops and implements aquatic programs and coordinates staff in the implementation of the programs.
15. Prepares for publication a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications promotion aquatic programs and facilities.
16. Reviews existing aquatic programs and revises or changes programs as needed.
17. Approves the scheduling of all aquatic activities in accordance with the District Civic Center Policy through the Facilities Use office.



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18. Responds to public inquiries about aquatics programs made by telephone, correspondence, or during public meetings.
19. Promotes interest and provides information regarding aquatics programs to District and campus administration and management, community organizations, community service groups, other departments, and the general public.
20. Assures the facility is in compliance with local, state and federal regulations.
21. Collect and provide statistical data related to aquatics and facilities.
22. Develop and implement the master pool schedule with campus departments and community users of the aquatics facilities.
23. Oversee daily physical operation of the pool, including pool chemistry, maintenance, pool cleaning and chemical purchases.
24. Maintain regular communication with Maintenance and Operations regarding mechanical issues and cleaning of the facility.
25. Spend time on pool deck as necessary (i.e. fill in for pool attendants, during large events, etc.).
26. Develop, maintain, and improve aquatics portions of the CHC website in collaboration with web development staff.
27. Oversee the scheduling of lifeguards, aquatic staff, and facility supervisors as necessary.
28. Work cooperatively with college departmental user groups, clubs, local municipalities, and community organizations to logistically schedule the pool facility.
29. Inform appropriate parties of rental groups, special events, etc. Coordinate such activities as required.
30. Works closely with the Crafton Hills College Foundation to plan, organize and conduct a variety of special events and fundraising efforts on behalf of the campus.
31. Performs a variety of miscellaneous duties such as answering phone, typing correspondence, running errands, picking up supplies needed for activities, helping set up for classes, events, etc.
32. Supports the missions, vision and goals of the campus, participating in professional development activities, campus governance by serving on college committees, and participating in and attending all department and division meetings in accordance with college policies.
33. Performs other related duties as assigned.
34. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
35. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Operational characteristics, services and activities of an aquatic program.
- Pool equipment, mechanical equipment, and chemical treatment systems.



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- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations related to health and safety.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive aquatics program.

**Education and Experience Guidelines** – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Education and Experience:**

- Possession of a Master's degree or equivalent OR a Bachelor's degree plus five years of related experience.
- Two years of direct leadership experience reasonably related to the administrator's administrative assignment.
- A sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they related to the assigned functions and operations.
- Communicate clearly and concisely both orally and in writing.
- Respond immediately to critical incidents and physical ability to act swiftly in an emergency situation.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

- A Bachelor's degree from an accredited college or university.

#### **Required Experience:**

- Two (2) years of aquatics work experience and two (2) years of administrative and supervisory responsibility in an aquatics facility.

#### **License or Certificate:**

- Current lifeguard certification or the ability to obtain within the first 30 days of employment.
- Current lifeguard instructor or water safety instructor or swim coach certification from a national recognized program or the ability to obtain within the first 30 days of employment.



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- Current CPR and First Aid certifications or the ability to obtain within the first 30 days of employment.
- Ability to obtain a Certified Pool Operator or Aquatics Facility Operator within the first four (4) months of employment.

### **Preferred Education & Experience:**

- A Bachelor's degree in recreation, physical education, sports administration or related field from an accredited college or university
- Experience in facility management or pool operations.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting; occasionally travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.