

WINFIELD RECREATION COMMISSION

Position: Aquatics Director

Purpose of Position:

The primary purpose of this position is to oversee the operations, programming and staff of the Southwestern College Indoor Pool during the academic year (September-May) and the Winfield Aquatic Center during the summer season (May-August). This role ensures the safety, cleanliness and functionality of both facilities while providing excellent customer service and programming for the community.

Salary Range:

\$45,000-\$65,000 plus benefits

Knowledge, Skill and Ability:

- Understanding of pool operations and safety standards. Knowledge of water chemistry and filtration systems.
- Ability to lead, manage, train, mentor and evaluate a diverse team.
- Familiarity with health and safety regulations related to aquatic facilities.
- Create and manage aquatic programs and special events.
- Ability to interact effectively with public and staff.
- Ability to handle customer complaints and resolve conflicts professionally.
- Understanding of budgeting and time management skills.
- Ability to communicate, both written and verbal.

Duties and Responsibilities:

- Oversee the daily operations of the Southwestern College Indoor Pool and Winfield Aquatic Center.
- Monitor water quality and maintain chemical balance in accordance with health and safety regulations.
- Recruit, hire, train, and supervise lifeguards, swim instructors, concessions and other aquatics staff.
- Develop staff schedules and training sessions.
- Develop and enforce safety protocols and emergency procedures. Conduct regular drills.
- Ensure all staff are trained in CPR, First Aid and lifeguard certification.
- Plan, coordinate, oversee and promote aquatics programs, including swim lessons, aquatic fitness classes and special events.
- Work with outside agencies to schedule use of facilities and reserve for private parties.
- Assist in development and management of aquatics budget.
- Assist with other WRC programs and special events as needed.

Education/Training/Experience:

- Bachelor's Degree in Recreation Management, Sports Management, Business Administration, or a related field.
- 3-5 years of experience in aquatics management or related role.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification preferred.
- Current certification in CPR, First Aid and Lifeguard training preferred, must obtain within six months.
- Strong Leadership, organizational and communication skills.
- Ability to work flexible hours, including evenings, weekends and holidays as needed.