

GORDON COLLEGE

Position Description

Title: Aquatics Director

Function: Under the supervision of the Director of Campus Recreation; is responsible for overall supervision of natatorium operations (must be a certified pool operator), aquatics programs and daily operations of related facilities consistent with the goals of the College and Student Life.

Description of Duties and Tasks:

1. Directs aquatics operations including maintaining water quality standards and facility operational standards, scheduling lifeguard staff, and coordinating operational schedules for the natatorium for campus and contract use.
2. Develops and implements creative programs promoting fitness, wellness, and leisure in the natatorium which meet the developmental and recreational needs of students and other campus or contract users; specifically responsible for adult and youth learn-to-swim programs, lifeguarding and aquatics instruction programs, water exercise, and group aquatic program activities and for meeting appropriate revenue goals designated in those areas with responsible stewardship of the aquatics budget.
3. Recruits, hires, trains, evaluates and supervises lifeguard and aquatics instruction staff, and schedules staff coverage in those areas based on standards or program expectations.
4. Maintains and updates the Aquatics Handbook, training materials, promotional materials, and maintains and develops aquatics program web-site content. Documents program history and maintains active records for all related activities and programs, providing regular reports and highlights for promotion. Maintains registration, class rosters, and information for aquatics programs and the natatorium.
5. Plans, executes, or arranges for, regular preventive maintenance and repair of aquatics-related equipment including documenting histories, and developing usage manuals. Recommends/purchases replacement/new equipment for designated areas to maintain high standards of program operation and its image.
6. Supervises facility, facility staff, and recreation programs during scheduled hours or special events to insure safe and effective operations of the facilities.
7. Maintains a professional image and manner consistent with the College's mission and goals, and those of Student Life, and seeks regular professional development of his/her own to maintain effectiveness in the field.

8. Participates in Center for Student Development activities as a member of that staff, and serves as appointed or recommended on campus committees and other assignments.
9. Helps the Director of Campus Recreation with the daily operation of the front desk and Bennett Center if time permits.
10. Supervises Student head Lifeguard, Student Aquatics Instruction Coordinator, student staff

Additional responsibilities

1. Assumes other duties deemed necessary by the position or by supervisor.

Required Knowledge, Skills and Abilities

To fully perform the above functions, the incumbent must possess the following knowledge, skills, and abilities, or demonstrate that the major responsibilities of the job can be accomplished, with or without reasonable accommodation, using some combination of skills and abilities.

1. Bachelor's degree or work equivalent required; degree in exercise science, physical education, recreation or a closely related field, or an equivalent of education and experience from which comparable knowledge and abilities can be acquired; experience in aquatics programs, especially with college campus populations is preferred.
2. Certification or advanced training qualifying for certification in the following will be required: Certified Pool Operator (CPO), First Aid, CPR, Lifeguard. These certifications are encouraged but not required, Lifeguard Instructor, Aquatics Instruction Instructor, Certified Pool Operator.
3. Supervisory experience preferred, ideally in an academic or recreation/fitness/wellness environment.
4. Proven ability to develop and produce creative/innovative recreational aquatics programs.
5. Ability to utilize computer hardware and software for word processing, scheduling, database management, marketing/promotions and an eagerness to advance competencies in these areas.
6. Ability to relate effectively and with energy and enthusiasm to students, faculty, staff, alumni, and the public in a highly visible role.
7. Understands the philosophies and objectives of the College.

Position Code: STL-AQDR

Grade: 4

FLSA Status: Non Exempt

Hiring Range: \$21-25/hr

In our Christ-centered [living and learning community at Gordon College](#), faculty and staff affirm the [College's Statement of Faith](#) as an expression of their own theological convictions, and agree to work within Gordon's community standards in order to model these commitments for our students' formation. Gordon College faculty and staff support the College's commitment to the [Shalom Statement](#), which includes our desire to treat all individuals as equal image-bearers of God through justice, equity, diversity, and inclusion.