



Position: AQUATICS DIRECTOR

Civil Service Title: Recreation Administrator II (Aquatics c6154)

August 11, 2017

Main Functions:

The Aquatics Director conducts professional work responsible for planning, organizing, supervising, and evaluating aquatics programming in order to provide diverse recreational and instructional opportunities for individuals of all ages.

Reports to: *NORDC Chief Programming Officer*

Apply to: srsmith@nola.gov

Duties:

- Leading a team of lifeguards and support staff, and maintains effective relationships with partner organizations and community leaders;
- Managing daily operations at all NORDC aquatics facilities, and ensure that all safety, health, and maintenance protocols are consistently enforced;
- Managing all revenue streams, including proper collection, accounting, and routing of funds for facility rentals, fees for services, contractual vendor relationships, and merchandise sales;
- Hiring, training, and evaluating a staff of aquatics managers, lifeguards, and senior lifeguards that operate -12-14 summertime NORDC swimming pools and 2-5 year-round natatoriums;
- Managing a staff of more than 25-30 people year round and an additional 150-200 people in the summertime;
- Submitting and managing payroll and personnel documents in a timely and compliant manner.
- Planning accordingly to staff and open new natatoriums and new summertime pools as Capital Project development continues;
- Ensuring that all aspects of aquatics operations are in compliance with all NORDC policies and industry best-practices;
- Administering a budget of \$2,000,000+ and maintaining accountability for all reports, reconciliations, and expenditures;
- Ensuring that all pools have adequate equipment and supplies, and that all procurement is compliant with NORDC and City policies;
- Managing relationships with vendors and partner organizations critical to the Aquatics Operations, including Security, Swim Instruction, and Corporate funders;
- Implementing and overseeing systems and procedures which maintain safety, cleanliness, and maintenance standards for all staff and participants, and react appropriately and promptly in emergency situations;
- Directing and coordinating lifeguard and instructor coverage for all NORDC aquatics facilities.
- Directing and coordinating CPR/First Aid/ Lifeguard certification programs;
- Promoting NORDC aquatics programming; representing NORDC aquatics in public meetings and community organizations;
- Working hands-on as needed to ensure full operational readiness at all facilities;
- Assisting with the Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation process;
- Representing the organization at external meetings and committees throughout the city, as needed; and performing related duties as required.



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Knowledge, Skills and Abilities:

- Demonstrated knowledge of principles, methods, techniques and practices of contemporary, urban, public recreation programming and administration
- Knowledge and demonstrated experience in motivation techniques and delegation skills
- Knowledge of facility maintenance operations and planning
- Ability to communicate both verbally and in writing in a variety of settings (e.g. public meetings, Commission meetings, with the media, staff reports, major studies, etc.)
- Ability to manage and direct a professional staff by ensuring the quality and efficiency of work, the understanding of their responsibilities and the resolution of their questions
- Ability to effectively communicate with the public, answer questions, and resolve problems
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology
- Competent with Microsoft Word platforms
- Proficient spoken and written English
- Able to effectively manage multiple projects and assignments under time constraints and changing priorities
- Able to demonstrate excellent internal and external customer service through verbal, written and electronic communications

Employment Requirements:

- Must maintain an Orleans Parish domicile
- A Bachelor's Degree* from an accredited college or university. Official college transcript or original college diploma must be presented within two weeks of application.
- Four years** of full-time exempt level (salaried) recreation work with final responsibility for planning, coordinating, and implementing a variety of recreational programs in an aquatics program, community recreation program, outdoors program, or youth development program. At least two (2) years of this experience must have been supervisory and have included responsibility for budget preparation/development.
- Two (2) years of paid experience in an aquatics program (i.e., aquatics programmer, swim instructor, pool manager, pool operator, pool supervisor, swim coach, lifeguard).
- A valid driver's license which must be presented at the time of application. Applicants must have a good driving record.

*Four additional years of full-time exempt level (salaried) recreation work with final responsibility for planning, coordinating, and implementing a variety of aquatics programs may be substituted for the Bachelor's Degree.

**A Master's Degree from an accredited college or university may be substituted for two years of non-supervisory experience/non-budget experience.



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*** The below listed certifications must be obtained and presented to NORDC Personnel within one hundred twenty (120) days of hire. Failure to obtain any of the certifications within the specified timeframe will result in termination.

1. Current Certified Pool Operator
2. Current Lifeguard Instructor
3. Current Water Safety Instructor Trainer
4. Current Lifeguard Training Certification from a nationally recognized professional provider.
5. Current Community First Aid and CPR for the Professional Rescuer from a nationally recognized professional provider.
6. Current Water Safety/Lifeguard Instructor certifications from a nationally recognized professional provider which must be presented at the time of application.

A written test, weighted 100% is also required and designed to measure: Basic Management Principles, Decision-Making and Organizing, Interpersonal Skills, Written Communication, and Mathematics.

Compensation/Status:

Annual Salary Range: \$52,431 - \$86,176/ EXEMPT

Work Week: 40 hours per week, subject to flex time. Benefits package