



BERKSHIRE SOUTH REGIONAL COMMUNITY CENTER

Aquatics Manager

Job Summary

Responsible for overseeing the administrative, programmatic, operational and member service functions of the aquatics department. Main duties include coordinating and developing aquatics programs, supervising and supporting aquatics staff, communicating with members and program participants, handling departmental administrative tasks, and ensuring a safe, welcoming, and enjoyable experience for all participants.

The Aquatics Manager will oversee the Head Lifeguard, who is responsible for pool staffing, lifeguard supervision, and schedule development. The Aquatics Manager will provide departmental leadership and support while focusing on program coordination, member communication, staff development, operational oversight, and overall aquatics department performance. In addition, with support from Lake Site Coordinators, the Interim Aquatics Manager will oversee and coordinate Berkshire South's contracted summer waterfront sites.

Duties

Develop and implement Aquatics programs: Working with the instructors and other BSRCC administrators (including the Certifications and Rentals managers) to create and coordinate a variety of aquatics programs and activities. This includes determining program goals, creating lesson plans, determining fees, and setting schedules and pool lane reservations. Additional duties include finding a sub when needed for aquatics classes. Examples of programing include but are not limited to:

- Infant-adult swim lessons (Group and private)
- Water aerobics
- Recreational activities
- Adaptive swim lessons

Administrative Duties: Process all administrative paperwork related to aquatics programs, including budget oversight, refunds, credits, transfers, HR related paperwork, expenditure requests, and check requests. Coordinate with other departments regarding the scheduling of the aquatics center as it relates to facility rentals, childcare services, and certification courses. Maintain Office Tracker and internal/external department schedules to ensure accurate program

and staffing information. Track and maintain staff certification records, ensuring all required certifications remain current and compliant.

Staff Management: The Aquatics Manager will oversee the Head Lifeguard and a team of swim instructors. This includes hiring, training, scheduling, evaluating staff performance, and managing payroll for the lifeguards and swim instructors. In addition, managing, delegating and providing support to the Head Lifeguard and Lake Coordinators when needed.

Budget management: Provide input and recommendations during budget creation and approve spending that is in keeping with the approved budget

Communication: Work with the Head Lifeguard to communicate with participants, parents/guardians, and the administrative team. This may include answering inquiries, addressing concerns, and providing updates on pool maintenance, class cancellations, and closures as needed to the membership via the aquatics general email.

Emergency and Safety Protocols: This includes checking for hazards, monitoring water quality, and ensuring all safety protocols are being followed. Enforce safety protocols to ensure the well-being of all Center members and lake users. You will be responsible for enforcing rules and regulations, educating lake users on safety practices, and addressing any safety concerns.

Operational Oversight: Oversee the daily operation of the aquatics facility, ensuring a safe, clean, and well-maintained environment. Monitor and maintain pool chemical levels in compliance with health regulations, conduct routine facility inspections, oversee equipment and supply inventory, and coordinate maintenance as needed with the facilities department. Provide ongoing staff in-service training on operational procedures and safety protocols while ensuring compliance with all department policies and standards.

Preferred Skills & Qualifications

- Prior experience creating programs in a nonprofit organization is preferred
- Strong leadership and team management skills
- Red Cross Lifeguard Certification or willingness and capacity to obtain certification required
- Excellent communication and interpersonal skills
- Able to use Microsoft and or Google workspace applications
- Knowledge of aquatic safety protocols and regulations is preferred
- Ability to work flexible hours, including evenings and weekends as needed.
- Other desirable certifications: CPO, LGI, WSI, and/or Lifeguard Management

Physical Demands

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee may be regularly required to stand, sit, talk, hear, reach, stoop, kneel, and use hands and fingers to operate a computer, telephone, and keyboard
- Occasionally swimming
- Specific vision abilities required by this job include close vision requirements due to computer work and far vision for lifeguarding needs.
- Light to moderate lifting may be required. Up to 50 lbs
- Regular, predictable attendance is required, with flexibility to work evenings, weekends, and special events based on departmental needs.

Berkshire South offers a collaborative, community-centered workplace committed to inclusion and belonging. Berkshire South Regional Community Center is an Equal Opportunity Employer. This position is available to all without regard to race, color, religion, national origin, disability, age, gender or gender identity, sexual orientation, political affiliation, or veteran status. We provide reasonable accommodation for qualified individuals.

Pay: \$54,000.00 - \$57,000.00 per year

Benefits:

- 401(k)
- Employee discount
- Flexible schedule
- Health insurance
- Health savings account
- Paid time off
- Professional development assistance
- Retirement plan
- Tuition reimbursement