



JOB DESCRIPTION

Job Title: Aquatics Director

X Exempt Non-Exempt *(to be assigned/approved by Human Resources)*

Department: Athletics

Compensation: \$150,000

Date: 7/19/2021

Written by: Nick Lusson – Athletic Director

Approved by: _____

Job Summary:

Oversee all aspects of the Aquatics staff, facilities, events, and programs (Swimming, Water Polo, Lessons, Camps/Clinics). This person is an active coach and administrator in these endeavors. Programs include: Junior Swimming, Masters Swimming, Roughwater Swimming, Men’s Water Polo, Women’s Water Polo, Recreational Swimming, Elite Athlete Swimming, Spin & Swim, Adult Water Fitness).

Reports to / Supervision Received:

1. Manager: Athletic Director
2. Direct Supervisor: Athletic Director
3. Indirect Reporting Relationship: Assistant Athletic Director
4. Supervises: All Aquatics Staff including Aquatics Manager, Junior Swim Coaches, and Lifeguards

Essential Functions of the job include but are not limited to the following:

	% of Time
1. Work with the Commissioners of Rough Water, Masters Swimming, Triathlon, and Water Polo in implementation of their respective programs. Assist in recruitment of new “Athletic” & “Accelerated” members in Aquatic programs. Help facilitate travel and registration reimbursements for travel trips.	10%
2. Regular inspections and maintenance of pool areas and water conditioning at all OC pools (Sutter, Post, and Lakeside). Oversee purchase & maintenance of aquatics equipment for Swimming & Water Polo.	10%
3. Coach a minimum of 50% of the Masters workouts. Attend and coach major masters swimming competitions. No-cost coaching/instruction for General Membership. Develop no-cost personalized swimming programs for members.	20%
4. Oversee all aspects of the Junior Swim programs with a focus on developing all levels of athletes. Organize and direct seasonal clinics and summer camps. Coach Junior workouts as appropriate.	15%
4. Maintain up-to-date member communication boards, website/Olympian information, Aquatics displays, etc.	5%
5. Supervise and oversee all Aquatics staff and operations including scheduling, payroll, administrative duties, Human Resource related issues, training/mentorship, staff recruitment, and other administrative duties assigned.	20%

6. Planning, organizing, and running annual Trans Tahoe Relay, Olympic Club 1500 Meter Meet, Cal/Stanford Dinner, and Intra-Mural Swim Meet. Attendance at hosted events as well as the Short Course Nationals, Long Course Nationals, World's Meets	15%
7. Additional duties as assigned and/or requested of you by the Athletic Director and/or Club management.	5%

Estimated Weekly Job Responsibilities

- Coach an average of 22 hours a week of regular scheduled Masters and Junior Swim Practices.
- Travel an average of 2 weekends per month to outside competitions.
- Managing and leading current staff members.
- Plan weekly practices focusing on the execution of season training plans for Masters, Rough Water, and Junior Swimming programs.
- Support as available and appropriate for Water Polo teams in scheduling & training.
- Administration of work delegation, strategic department planning, monitoring process of upcoming events, account for income & expenditures, website & communications updates.
- Weekly departmental and staff meetings.
- Oversight of general cleaning & maintenance of all OC pools (Sutter, Post, and Lakeside) and surrounding areas.

Knowledge, Skill and Experience:

1. Minimum Education (or substitute experience) required: BA degree in Physical Education or equivalent field.
2. Minimum Experience required: 10 years in Aquatics Management. 10 years coaching adult swimming.
3. Licenses or Certificates Required: ASCA Level 3+ certified. USMS Masters Certification 3+ or equivalent. Red Cross Lifeguard certification.
4. Skills Required: Excellent verbal and written skills. Proven leadership & problem-solving abilities.
5. Desired: Experience with a Bronze or higher USA Swimming ranked team. Experience with managing and promoting large aquatics events with an emphasis on open water.

Computer Skills Required:

1. Program Name: Microsoft Office Suite (Word, Powerpoint, Excel). Ability to learn various club IT systems (e.g. ADP payroll, Birchstreet purchasing)
2. Level of Knowledge:
Beginner ___
Medium __x__
Advanced ___

English Communication Skills Required:

1. Oral:
Basic ___
Fluent __x__
2. Written:
Basic ___
Fluent __x__

Financial Responsibility and Authority (*if applicable*):

1. Equipment: Responsible for purchasing using Birchstreet system under guidance of Athletic Director and/or Assistant Athletic Director.
2. Financial: Helps plan budget requests through the Athletic Director and Commissioners. Responsible for financial accountability of the Junior Swim Programs.
3. Internal and External Business Contacts: With fellow swim professionals and associations. Liaison with commissioners for Masters swimming, Rough Water swimming, Water polo, and Junior Committee.
4. Supervisory: Aquatics Manager, Junior Swim Coaches, Lifeguards

Physical Job Description

Job Title:	Aquatics Director
Typical Working Conditions: (Describe environment including exposure to heat, cold, fumes, chemicals, allergens, mold, etc.)	Using office equipment (computer & phone) near pools in a humid and moist environment. On pool deck coaching swimmers and managing staff in a humid and wet floor environment.
Equipment Used: (List all manual and automated equipment used in the course of performing essential functions.)	Computer, swim buoys, fins, starting blocks, Water Polo goals, scoreboard console, sound system, lane lines.
Essential Physical Tasks: (List all physical tasks encountered in performing essential functions.)	Demonstrating swim strokes. Standing on pool deck. Sitting at desk. Moving equipment.

Analysis of Physical Demands

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (1%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs				x		Reach over shoulder				x	
11-20 lbs				x		Reach over head				x	
21-50 lbs			x			Reach outward			x		
51-100 lbs			x			Climb		x			
Over 100 lbs		x				Crawl		x			
						Kneel		x			
<i>Pushing/Pulling</i>						Squat			x		
Under 10 lbs			x			Sit				x	
11-20 lbs			x			Walk-Normal Surfaces				x	
21-50 lbs			x			Walk-Uneven Surfaces					x
51-100 lbs		x				Walk-Slippery Surfaces					x
Over 100 lbs		x				Stand					x
						Bend				x	
<i>Driving</i>											
Automatic Trans		x									
Standard Trans											
<i>Other</i>											
Keyboard/Ten Key			x								
Fingering (fine dexterity)			x								
Handling (grasping, holding)			x								
Repetitive Motion - Hands				x							
Repetitive Motion - Feet				x							