



## Adaptive Aquatics Director Job Description

### **Position Overview:**

The Adaptive Aquatics Director is responsible for Eagle Mount's aquatics programming. Primary duties including planning, directing, promoting, and supervising all aquatics programs and managing the Aquatic Therapy Center, which includes a saline pool and wheel chair gym. Reporting to the Executive Director, the Adaptive Aquatics Director ensures a safe, fun, and educational environment for people of all ages with disabilities

### **Principal Duties and Responsibilities:**

#### **Program Management Responsibilities:**

- Ensures the overall scope and balance of aquatics activities and classes aligns with community needs, designs program activities and classes that are safe, fun, appropriate and beneficial for participants and volunteers
- Monitor and assess participant and volunteer applications/enrollment paperwork, keep records of completed paperwork for all Aquatics participants and volunteers
- Evaluate participants, assist in goal development, monitor and record progress
- Establish annual program calendar, coordinate and teach day-to-day aquatics lessons and classes

#### **Facility Management Responsibilities:**

- Monitor and maintain the Aquatic Therapy Center within approved budget guidelines, maintain clean, safe, and attractive pool environment
- Perform and oversee day-to-day pool maintenance and cleaning
- Test and maintain prescribed chemical balances in pool and hot tub
- Oversee and conduct daily safety checks of pool equipment and the surrounding pool area and reports problem(s) to appropriate person(s)
- Identify and correct facility hazards
- Accountable for the reports on attendance and daily reports of pool chemistry documented in the chemical log

#### **Supervision Responsibilities:**

- Directly supervise the Aquatics Assistant Director, Aquatics Program Coordinators, and Instructors
- Recruit, train, and manage volunteers
- Schedule third-party groups who rent the pool

#### **Administrative Responsibilities:**

- Prepare statistics and report on program activities
- Maintains confidentiality of participant information
- Coordinate with the Director of Operations for annual and capital budgeting

- Upholds Eagle Mount's mission and advocates for its purposes and programs
- Adheres to Eagle Mount policies and procedures
- Maintain positive relationships with participants, families, volunteers, donors, strategic partners, community members, and Eagle Mount staff
- Coordinate with Director of Development on fundraising and promotional initiatives
- Keep current on professional knowledge; attend appropriate meetings and conferences
- Exhibits good judgment, patience, respect for all, a desire to learn more, and handles busy situations calmly

**Qualifications and Skills:**

***MINIMUM REQUIRED EDUCATION AND EXPERIENCE:***

- Bachelor's Degree (BA/BS)
- Five years' experience in swimming, lifeguarding, swim instruction and rescue
- Lifeguard, CPR, First Aid/AED certifications desired
- Aquatic Exercise Association (AEA) desired
- Certified Pool Operator (CPO) desired
- Knowledge of current standards, techniques and best practices in aquatic therapy
- Strong communication, interpersonal, management and organizational skills
- Ability to lift or move objects up to 50 pounds
- Ability to work in warm, humid conditions, and to work in the pool for up to 4 hours
- Ability to work well with individuals of all ages, with a variety of disabilities
- Ability to remain calm in emergency situations
- Working knowledge of all aspects of pool operations and pool maintenance
- A valid driver's license and ability to be insurable per Eagle Mount's parameters

*While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.*