

FITNESS AND AQUATIC CENTER DIRECTOR
(Job Description)

Qualifications: (1) Must have a degree in recreation management or its equivalent; (2) Must have knowledge of aquatics programs (Must be a Certified Pool Operator or Aquatic Facility Operator); (3) Must be certified in first aid and cardiopulmonary resuscitation; (Must be certified to teach Lifeguarding); (4) Experience in working with community recreation programs preferred; and, (5) Must meet any additional qualifications set by the district.

Chain of Supervision: Reports directly to the District Administrator. Supervises all Fitness and Aquatic Center staff. This professional will work collaboratively with all District staff in developing programs that identify, assess and address community needs and to ensure seamless operations and access for both community and students.

Duties and Responsibilities: The Fitness and Aquatic Center Director shall serve as the head of the fitness and aquatics program, staff and facilities. His/her duties shall include:

- A. Personnel – The Fitness and Aquatic Center Director shall:
 - 1. Recruit, interview and recommend new fitness and aquatic staff for employment.
 - 2. Conduct training programs for fitness and aquatic staff.
 - 3. Evaluate and supervise fitness and aquatic staff.
 - 4. Schedule fitness and aquatic staff.
 - 5. Develop and update all employee manuals, handbooks, policies and procedures.

- B. Financial – The Fitness and Aquatic Center Director shall:
 - 1. Develop and present to the District Administrator before the end of each year a budget for the fitness and aquatic center.
 - 2. Establish an appropriate fee schedule for use of fitness and aquatic facilities.
 - 3. Administer the approved fitness and aquatic center budget.
 - 4. Develop and oversee cash flow procedures and deposits.

- C. Programming – The Fitness and Aquatic Center Director shall:
 - 1. Plan and implement a variety of programs and activities of interest for school and community to assure optimal utilization of the fitness and aquatic center.
 - 2. Develop an aquatic center curriculum in conjunction with the district’s physical education curriculum.

- D. Marketing, Membership and Operations – The Fitness and Aquatic Center Director shall:
 - 1. Develop and implement all advertising and marketing materials.
 - 2. Oversee all membership sales, rental of the facility, computer registration

- software, and daily admissions.
3. Provides administrative support by answering questions, maintaining correspondence with other agencies and businesses, leads and schedules tours; interfaces with community groups, and actively promotes the facility throughout the community.
 4. Investigates and resolves complaints or inquiries from employees and patrons concerning the operations of the facility; deals appropriately with confrontational situations.

E. Equipment and Facilities – The Fitness and Aquatic Center Director shall:

1. Recommend appropriate building changes or additions.
2. Review and inspect the facility, equipment and operations for safety hazards and other potential problems.
3. Recommend new or replacement equipment as needed to operate and service the fitness and aquatic center.
4. Work with the Director of Buildings and Grounds regarding any maintenance or custodial concerns.

F. Other Duties – The Fitness and Aquatic Center Director shall:

1. Be responsible for an effective public relations program regarding fitness and aquatic center activities.
2. Complete all state reports, evaluations and other reports deemed necessary.
3. Stay current professionally by reading materials and attending conferences, workshops, classes and conventions.
4. Perform any and all other duties prescribed by the District Administrator or Board.

Evaluation: The District Administrator shall complete an annual evaluation (written and/or oral) covering the individual's effectiveness in handling the duties and responsibilities of the position.

Terms of Employment: The contract length shall be a full year. The salary shall be negotiated annually with the Board of Education.

APPROVED: March 12, 2001

REVISED: February 11, 2013

