

# Job Description & Compensation Plan



Job Title: Aquatics Director

Department: Aquatics

Reports To: GM

Status: Full Time – 40 hours per week; Salary Exempt

## **Job Summary-**

Responsible for overseeing all aspects of aquatics, including but not limited to swim team, swim lessons, Agape, Pediatric Mobility. Will be responsible for managing the staff of aquatics; pool operations and maintenance. Will ensure all reporting departments are running efficiently and effectively.

## **Job Description**

- Will be responsible for establishing, coordinating and maintaining all reporting department budgets
- Prepare monthly financial reports, forecasts and report on products and pricing trends to general manager
- Will be responsible to interview, hire and counsel all staff within the department.; Staff training, schedules & meetings; shift coverage; weekend presence; implement policies and procedures to staff; with a focus on customer service
- Complete 2 MOD shifts per month
- Will assist in the promotions and marketing of each reporting department
- Job Requirement – Must have Pool Op and Lifeguarding Certification

## **Aquatics**

- Managing all aspects of the pools
- Continue the growth of current swim lessons
- Manage and work directly with swim coaches
- Assist with Agape and Pediatric mobility in all aspect's
- Design, organize and coordinate with local businesses to hold meetings, seminars, exhibitions, trade shows, conferences, festivals and other special events at our facility
- Troubleshoot and resolves non-routine customer complaints before they become an issue
- Responds to customer requests and questions regarding service within 24 hours
- Ordering, purchasing and inventory of all supplies

## **Compensation & Benefits:**

Salary and 10% of base if meets and exceeds budget

## **Hours/Days expected to work per week:**

40 hours per week with flex time; weekends as necessary

*Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. By signing you are indicating that you understand you are considered an at-will employee, and that no contractual obligation to continue your employment exists between yourself and Harford Health and Fitness, Inc. now, or at any point in the future.*