**💼 Job Title: Assistant Aquatic Director**

**Department:** Aquatics
**Reports To:** Aquatic Director
**Position Type:** Full-Time / Part-Time (customizable)
**Pay Rate:** [Insert Rate or Range]
**Location:** [Insert Facility Name & City]

**📝 Position Summary:**

The Assistant Aquatic Director supports the overall management and daily operations of the aquatic facility. This position works closely with the Aquatic Director to supervise staff, maintain safety standards, assist with program delivery, and ensure an exceptional experience for all patrons.

**📋 Key Responsibilities:**

**🧑‍🤝‍🧑 Staff Support & Supervision**

* Assist in scheduling, supervising, and evaluating lifeguards, instructors, and support staff.
* Lead or support staff training, in-services, and onboarding processes.
* Serve as acting supervisor in the absence of the Aquatic Director.
* Provide mentorship and accountability to aquatic staff.

**🛠️ Facility Operations**

* Help oversee daily pool operations including opening/closing procedures.
* Monitor water quality and complete chemical checks and logs as needed.
* Ensure that rescue equipment, first aid supplies, and safety systems are in place and functional.
* Assist with facility cleanliness, maintenance coordination, and inspections.

**📚 Program Assistance**

* Help organize and supervise swim lessons, aquatic fitness, and lifeguard training programs.
* Track class attendance, evaluations, and participant feedback.
* Provide substitute coverage for lessons or classes when needed.
* Assist with planning and executing special events and promotions.

**📞 Customer Service & Communication**

* Address patron questions, complaints, and incidents professionally and efficiently.
* Communicate updates, reminders, and policies to staff and patrons.
* Support community outreach and registration efforts.
* Represent the aquatic department positively at facility-wide events or meetings.

**📝 Administrative Duties**

* Maintain accurate records for incidents, staff certifications, and equipment logs.
* Assist in preparing reports, evaluations, and staff schedules.
* Help manage supply inventory and order requests.
* Support enforcement of all safety policies and standard operating procedures (SOPs).

**✅ Required Qualifications:**

* High school diploma or equivalent (Bachelor’s degree preferred)
* Current certifications in:
	+ Lifeguarding with CPR/AED & First Aid
	+ Certified Pool Operator (CPO) or ability to obtain within 90 days
* 1–2 years of experience in aquatics or recreation leadership
* Strong leadership, communication, and organizational skills
* Ability to work a flexible schedule including evenings, weekends, and holidays

**⭐ Preferred Qualifications:**

* Lifeguard Instructor (LGI) or Water Safety Instructor (WSI)
* Experience supervising staff or leading aquatic programming
* Knowledge of pool chemistry and health codes

**🏊‍♂️ Physical Requirements:**

* Ability to swim and perform water rescues if needed
* Must be able to lift 50 lbs and perform duties both on deck and in water
* Prolonged periods of standing, walking, and occasional high-pressure response

**📧 How to Apply:**

Please submit your resume, cover letter, and current certifications to [Insert Email or Job Portal].