



North County Recreation District

Job Title:	Aquatics Director
Organization Level:	Coordinator
Duration/Status:	Regular, full-time
Salary:	Hiring Range is \$55,000-\$65,000
Requirements:	Must pass a background check upon hire

GENERAL DESCRIPTION

The Aquatics Director at North County Recreation District (NCRD) is a key leadership position responsible for the overall management, safety, and success of the district's aquatic programs and facility. This position oversees a diverse team including the Swim Program Coordinator, Head Lifeguards, Lifeguards, and Aquatic Fitness Instructors. The Aquatics Director is accountable for program development, staff supervision, training and certification, budget management, and ensuring a safe, welcoming environment for patrons of all ages and abilities.

SUPERVISION RECEIVED

The Aquatics Manager works under the general direction of the Executive Director. This position operates with considerable independence and is expected to exercise sound judgment, initiative, and professionalism in daily operations and decision-making. The incumbent may exercise direct supervision over swim instructors, lifeguards and assigned volunteers.

ESSENTIAL FUNCTIONS:

Leadership and Supervision

- Provide direct supervision to:
 - Swim Program Coordinator (responsible for swim lessons, school swim programs, and swim team)
 - Head Lifeguards and Lifeguards
 - Aquatic Fitness Instructors
- Foster a positive, team-oriented work culture that prioritizes safety, customer service, and collaboration
- Lead recruitment, hiring, onboarding, training, and performance evaluations for all aquatics personnel
- Schedule and oversee in-service training, drills, and certifications to ensure ongoing staff readiness

Program and Facility Oversight

- Oversee daily operations of the aquatic center, ensuring safe and efficient use of the facility
- Support the development, promotion, and delivery of a wide range of aquatic programs including:
 - Public, family, and lap swim sessions
 - Water safety and certification courses (Lifeguard, WSI)
 - Aquatic fitness classes
 - Swim lessons and youth swim team
- Collaborate with other department leaders to coordinate district-wide events and cross-program initiatives
- Monitor attendance, track program performance, and implement strategies for growth and improvement



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Safety and Compliance

- Ensure compliance with local, state, and federal aquatic health and safety regulations
- Maintain accurate records of certifications, training, and emergency drills
- Monitor water chemistry and facility cleanliness; coordinate with maintenance as needed
- Serve as the lead or backup instructor for lifeguard and water safety certification classes

Administrative and Budget Management

- Develop and manage the annual aquatics budget, including staffing, equipment, and supply needs
- Maintain program records, timesheets, and staff certifications
- Prepare reports for the Executive Director, Board, and regulatory agencies as needed
- Assist in developing marketing and outreach strategies to promote aquatics offerings

QUALIFICATIONS

Minimum Qualifications:

- Bachelor's degree in Recreation, Kinesiology, Sports Management, or related field OR equivalent experience
- Minimum 3 years of progressively responsible experience in aquatic supervision or facility management
- Current certifications in:
 - American Red Cross Lifeguarding with CPR/AED & First Aid
 - Lifeguard Instructor (LGI) and Water Safety Instructor (WSI) – *or ability to obtain within 12 months of hire*
- Demonstrated leadership, organizational, and interpersonal skills
- Ability to work flexible hours including evenings and weekends as needed

Preferred Qualifications:

- Experience supervising multiple aquatic programs and staff roles
- Experience with public recreation or special districts
- Familiarity with recreation software platforms
- Bilingual (Spanish/English) a plus

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Demonstrate leadership ability including planning, organizing, budgeting, scheduling, supervision of personnel and evaluation of aquatics programs and services.
2. Ability to manage aquatics operations.
3. Demonstrate excellent communication skills, both oral and written, and good interpersonal skills.
4. Ability to supervise and provide swimming instruction to all age groups safely and capably.
5. Demonstrate willingness to participate in ongoing training, education, and certification.
6. Demonstrate initiative yet able to take direction.



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7. Demonstrate attention to detail, trustworthiness, and strong work ethic.
8. Demonstrate interpersonal skills and ability to work with the public.
9. Ability to pass the required background check.

PHYSICAL, MENTAL, AND ENVIRONMENTAL WORKING CONDITIONS

Work involves frequent movement throughout the facility, including standing, walking, bending, reaching, and lifting. Must be able to lift and move up to 50 pounds. This position may be required to move heavy equipment on deck. May require participation in pool activities as part of programming or instruction. Position requires critical thinking, time management, problem-solving, multitasking, and the ability to remain calm and professional in high-pressure situations or during emergencies. Work is performed primarily in an aquatic facility with exposure to typical pool facility noise, equipment, and cleaning agents. A flexible schedule may include evenings and weekends. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.