

## **JOIN OUR TEAM OF ROCKSTARS AT THE CARVER CENTER**

### **Opportunity: Aquatics Director**

**We seek versatile self-starters, flexible and resilient, with energy and enthusiasm for helping build brighter futures!**

**About us:** The Port Chester Carver Center builds brighter futures by serving, educating, and empowering Port Chester residents. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years.

In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center’s programs and services meet the holistic needs of people at every stage of life.

Carver Center’s programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services to support immigrants (citizenship classes); programs for senior citizens; aquatics and more.

**Position Overview:** The Director of Aquatics develops, organizes and implements high quality aquatic programs, and provides direct leadership, instruction and motivation for aquatics staff in accordance with Carver Center policies and procedures, while creating a safe and positive atmosphere promoting member safety and engagement.

#### **Position Specific Duties/Responsibilities:**

##### **General**

- Responsible for the development and control of Aquatic department budgets
- Budget and fiscally manage the following aquatic programs: Swim School and Lifeguards
- Ensure that all programs follow the program standards, policies and guidelines of the Carver Center as well as state and local codes
- Develop and implement aquatics risk management, emergency procedures, and systems to ensure aquatic safety that include quick checks, lifeguard drills, and regular documented staff observations.
- Managing and monitoring that all staff and facility certifications are up to date and compliant with the state and local codes
- Know and oversee pool operations and equipment management
- Maintain accident reports, records of equipment and safety inspections, and health code records
- Ensure all Carver Center policies & procedures, and health department requirements are adhered to at all times

##### **Physical**

- Effectively interacts with all of the Aquatics Department including but not limited to: Aquatic Safety, Swim School, Swim Team, Lifeguards, Red Cross, Adult Aquatics and specialty classes.
- Market and promote all aquatics programs
- Organize space and equipment, maximizing the use of time and space

##### **Staff**

- Supervises aquatic program activities to meet Carver Center objectives. Ensure program quality and monitor staff performance and member service
- Schedule and manage Lifeguards and Swim Instructors
- Recruit, train, supervise, and appraise required staff for the Swim School and Lifeguards and assist all staff in meeting their developmental needs

## Client Related Management

- Maintain a high level of customer service at all times
- Must be able to effectively manage busy pool schedules
- Clear and consistent communication with Carver staff and parents working to make sure Aquatics are a component of the Carver Center
- Working with and partnering with other program directors to ensure program success

## Position Qualifications:

- Must be 21 years of age or older
- Associate's Degree in related field or equivalent preferred
- A minimum of three (3) years' experience in aquatics field with at least two (2) years of supervision experience preferred
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community
- Perform effectively in a fast paced, deadline driven environment
- Proven ability to take initiative, demonstrate good judgment in problem solving and make decisions independently utilizing established branch and association policies
- Computer efficiency is required: Microsoft Excel, Word, etc.
- Ability to prepare, monitor and control budgets
- Proven track record of program success, design and implementation of programming that works with and aligns with the Carver Center mission statement

## Must Meet a Minimum of One of the Following Qualifying Experiences:

1. One season of previous experience as a camp aquatics director at a children's camp
2. Two seasons of previous experience consisting cumulatively of at least 12 weeks as a children's camp lifeguard at a swimming pool or bathing beach which had more than one lifeguard supervising at a time.
3. At least 18 weeks of previous experience as a lifeguard at a swimming pool or bathing beach which had more than one lifeguard supervising at a time.

## Required licenses or certifications:

- Must have the following certifications: CPR/AED, First Aid, Lifeguard training
- Driver's License
- CPO License
- WSI
- LGI

As this position is 12 months and includes serving as our Camp Aquatics Director, applicants must meet the following Westchester County Department of Health certification requirements:

- Lifeguard Supervision and Management
- Lifeguarding
- Progressive Swim Instructor
- CPR First Aid

## **Salary:**

Qualified candidates should (submit a cover letter and resume to Daniel Bonnet  
Chief Program Officer  
DBonnet@CarverCenter.org