

## **Carver Center has an immediate need for a Full- Time Aquatics Director.**

**About us:** Port Chester Carver Center was founded in 1943 and helps our community thrive through programs that nourish, educate, and empower. Carver Center's services address food insecurity; childcare; out-of-schooltime enrichment; youth development; citizenship and English language conversation classes; aquatics and more.

Carver Center's Aquatics Program features the only publicly accessible swimming pool in Port Chester. We offer swim lessons, open swim, and host neighboring community swim teams and organizations, including the Port Chester High School swim team. With support from a Westchester County youth sports grant, Carver Center initiated a swim team program in 2024.

**Position Overview:** Port Chester Carver Center seeks a highly skilled and passionate Aquatics Director to lead and manage our aquatics program. The Aquatics Director is responsible for the strategic development, operational management, and successful delivery of high-quality aquatic programs. This includes overseeing a range of offerings -- swim lessons (swim academy), family swim, lap swim and competitive swimming -- ensuring a safe and inclusive environment for all participants. The Director manages the aquatics staff; interfaces closely with other Carver Center staff teams and is the primary liaison to the community organizations that use our pool. Reporting directly to the Chief Program Officer (CPO), this individual will be an integral part of the Carver Center team, and a leader in shaping the future of water safety and wellness in our community.

The current schedule for the Aquatics Director is:

- **September – June:** Tuesday – Friday from 10:00am – 6:00pm and Saturdays from 8:00am – 4:00pm.
- **July – August:** Monday – Friday from 8:30am -4:30pm

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

#### **Program Development and Leadership:**

- Develop, implement, and oversee a diverse portfolio of aquatic programs, including but not limited to swim lessons, recreational swimming, water safety courses, summer camp, community rentals and swim team, serving participants of all ages and skill levels.
- Innovate and introduce new programs and services based on community needs, emerging trends, and best practices in the aquatics field.
- Continuously assess and refine the programs to ensure they are engaging, accessible, and aligned with the Carver Center's mission and values.
- Collaborate with the Chief Program Officer to ensure the aquatics program aligns with overall organizational goals and community impact.

#### **Staff Management and Development:**

- Recruit, hire, train, and supervise a team of lifeguards, swim instructors, and other aquatics staff, ensuring they possess the necessary certifications and skills to perform effectively.
- Conduct regular performance evaluations, provide constructive feedback, and ensure ongoing professional development through in-house training and external certifications (e.g., CPR, lifeguarding, Water Safety Instructor).
- Foster a positive, team-oriented work environment that promotes communication, collaboration, and high standards of service.
- Ensure staff are trained in safety protocols, emergency procedures, and customer service best practices.

**Facility Oversight and Maintenance:**

- Oversee the daily operation and maintenance of the aquatic facility, ensuring the pool, equipment, and surrounding areas are clean, functional, and safe for use.
- Monitor water quality regularly, ensuring chemical balance and safety compliance, and coordinate with maintenance staff for any required repairs or upgrades.
- Work with the facility team to schedule maintenance and ensure that the aquatic facility meets all health, safety, and regulatory standards at all times.
- Ensure compliance with all local, state, and federal regulations governing pool safety, water quality, and public health.

**Safety and Risk Management:**

- Develop, implement, and enforce comprehensive safety protocols for all aquatic activities to mitigate risks and protect the health and safety of participants, staff, and visitors.
- Establish emergency procedures, conduct regular drills, and ensure all staff are trained to respond effectively to potential emergencies (e.g., rescues, first aid, evacuations).
- Maintain detailed and accurate records of incidents, safety inspections, and any accidents that occur within the aquatic facility.
- Monitor and evaluate the overall safety culture of the aquatics program, identifying areas for improvement and ensuring continuous adherence to safety standards.

**Budget and Financial Management:**

- Manage the annual aquatics department budget, ensuring that programs are delivered according to plan.
- Monitor revenue and expenses related to aquatics programming and make data-driven decisions to enhance program profitability without compromising quality.
- Implement pricing strategies for programming, ensuring accessibility to the community while maintaining financial health.

**Community Engagement and Outreach:**

- Work with Carver Center's Advancement and Program department to develop marketing strategies to promote aquatics programs to the Port Chester community.
- Build strong relationships with local schools, community organizations, businesses, and government agencies to enhance program visibility and attract new participants.
- Lead and organize community outreach initiatives such as swim clinics and water safety events, to raise awareness and participation in aquatic programs.

**Administrative Responsibilities:**

- Maintain accurate records for all programs using our database system (Apricot 360), including participant registration, attendance, and payment tracking, ensuring all necessary documentation is in place for audits and reporting.
- Report regularly to senior management on the status of aquatics programs, including enrollment trends, financial performance, safety concerns, and any staffing or operational challenges/accomplishments.
- Prepare and present quarterly and annual reports on the effectiveness, growth, and impact of the aquatics program, highlighting achievements and areas for improvement.

- Ensure all certification records for staff are up-to-date and that staff adhere to certification renewal requirements.

#### **Collaboration and Strategic Leadership:**

- Work closely with the Chief Program Officer and other department heads to ensure the aquatics program integrates seamlessly with the Center's broader programmatic and strategic goals.
- Provide leadership in identifying opportunities for new and innovative programming, community partnerships, and grants that could benefit the aquatics program.
- Participate in Carver Center staff meetings, strategic planning sessions, and community engagement events.

#### **Position Qualifications:**

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- **Education:** Associate's degree in Recreation Management, Sports Management, Physical Education, or a related field.
- **Experience:** Minimum of 5 years of progressive experience in aquatics programming, including at least 2 years in a leadership or supervisory role. Experience working in community-based organizations and managing large, diverse teams is a plus.
- **Certifications:**
  - Lifeguarding and First Aid certification (American Red Cross or equivalent) or Lifeguard Instruction (LGI – American Red Cross or equivalent)
  - CPR and AED certification (American Red Cross or equivalent).
  - Water Safety Instructor (WSI) certification or equivalent, or the ability to obtain within 6 months.
  - Pool Operator certification (CPO or AFO) preferred, or the ability to obtain within 6 months.
- **Skills and Abilities:**
  - Proven leadership skills with a track record of managing teams, fostering staff development, and delivering high-quality programs.
  - Strong organizational and time-management skills with the ability to manage multiple priorities and meet deadlines.
  - Excellent verbal and written communication skills, with the ability to engage and motivate both staff and community members.
  - In-depth knowledge of aquatic facility operations, water safety, and risk management practices.
  - Budgeting and financial management experience, with the ability to analyze program costs and revenue.
  - Ability to work collaboratively in a team environment and adapt to changing needs and priorities.

As this position serves as our Camp Aquatics Director in July and August, applicants must meet the following Westchester County Department of Health certification requirements:

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

#### **Training Requirements to Maintain Position:**

Attend and participate fully in required staff orientations, all required meetings and Carver Center's professional development sessions, including possible evening trainings, workshops, registration events, etc.

*The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.*

Carver Center employment policy requires the completion of a full background check prior to hiring.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Salary: \$60,000 – \$67,000

Commensurate with experience, along with a comprehensive benefits package.

**How to Apply:** Email resume and cover letter to Daniel Bonnet, Chief Program Officer, at [dbonnet@carvercenter.org](mailto:dbonnet@carvercenter.org) with the subject line "Aquatics Director."

PORT CHESTER CARVER CENTER  
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