POSITION DESCRIPTION
AQUATIC ACTIVITIES DIRECTOR
RUFTY-HOLMES SENIOR CENTER

The Aquatic Activities Director is a full-time staff professional responsible for the planning, organization, implementation and supervision of water exercise classes and programs for older adults at Rufty-Holmes Senior Center. Duties also involve responsibility for daily facilities operation. This position is considered FLSA non-exempt, and reports to the Senior Center Program Manager of the Center.

JOB RESPONSIBILITIES

Essential Functions:
Serves as lead staff person for aquatic exercise program

Supervises hourly aquatic instructors
  Updates instructors with all information relevant to their position
  Trains aquatic staff on all matters and procedures pertaining to their jobs
  Organizes water rescue practices

Responsible for finding substitute instructors or making other arrangements for classes during staff absences

Recruits new participants; assists with minority recruitment emphasis and scholarship program

Responsible for screening and scheduling of participants in aquatic exercise classes

Responsible for orientation of new aquatic program participants

Responsible for ensuring that facilities are prepared and ready for all classes and activities using the facility
  Opens facility
  Checks locker rooms
  Adds water to pool and spa as necessary
  Checks and documents chlorine level, ph and temperature in pool
  Checks and documents bromine level, ph and temperature in spa

Conducts group aquatic exercise classes within approved schedule
  Offers a balanced schedule of low, medium and higher level impact classes
  Offers arthritis exercise and cardio-vascular exercise classes
  Supervises use of spa by participants

Responsible for keeping class rolls and participant counts on daily activities taking place in the facility
Responsibly for handling routine maintenance.
  Hoses down walls and deck daily
  Vacuums the pool weekly
  Empties water in the spa at close of week
  Fills chlorinator and brominator as needed
  Backwashes sand filters as necessary
  Shocks pool monthly or more often if needed
  Has water tested by Cabarrus Pool Supply weekly
  Orders chemicals and supplies

**Secondary Duties:**
Coordinates or assists with other Center-sponsored activities which take place as time permits

Handles other duties and responsibilities as assigned by supervisor

**QUALIFICATIONS**

This position requires a minimum of a high school education and American Red Cross Lifesaving certification, CPR certification, and completion of Arthritis Foundation Aquatic Program training. The AA Director will also maintain a NC Certified Pool Operator License.

**PHYSICAL REQUIREMENTS**

The work in this position includes being able to lead physical fitness classes. Physical requirements include walking, bending, stooping and lifting materials 35lbs or less. Work includes assisting clients with exercise equipment. Work may involve extended periods of time viewing a computer monitor, operating a keyboard, or operation of a motor vehicle.

**EXPOSURE CONTROL**

Exposure to hazardous materials is involved with work in Aquatic Exercise Facility, and with some cleaning & maintenance materials. Exposure to blood or body fluids is possible, but unpredictable, with the administration of first aid and emergency response procedures.

**WORK HOURS**

This is a salaried position requiring a varied schedule based on daily needs. Primarily, Monday thru Friday 7:30am to 4:00pm (1/2 hr lunch).
COMPENSATION & BENEFITS

Salary: Negotiated at hiring; reviewed annually for adjustment

Benefits: Paid Holidays: New Year’s Day; Martin Luther King, Jr. Day; Good Friday; Memorial Day; July 4th; Labor Day; Veterans Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve; & Christmas Day

Paid Vacation: 10 days per year during the first five years of employment with the Center; 15 days per year during years 6-14 of employment; 20 days per year for 15+ years of employment

Paid Sick Leave: Twelve days per year (usable if needed in hourly increments) to be accumulated without limit if not used.

Health Insurance: Center pays for employee coverage.

Basic Life & AD & D Insurance: $10,000 coverage provided for duration of employment.

Retirement Program: After three years of employment, employee is enrolled in Simple Employee Pension Plan; Center contributes 5% of gross salary to plan; employee has option to contribute any amount up to 5% or nothing beginning on first day of employment.

Mileage Reimbursement: Standard IRS mileage reimbursement rate for using personal vehicle on official Center business.