



Leadership, Education and Athletics in Partnership (LEAP)

JOB DESCRIPTION: AQUATICS DIRECTOR

Description of the Organization:

For 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income urban neighborhoods in America. As the largest youth agency in our city, we provide academic support, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors and Leaders-in-Training to our younger students (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

General Purpose:

The Aquatics Director takes responsibility for the daily management and long-term direction of LEAP's aquatic program. The position requires significant dedication to LEAP's community. The ideal candidate has a high level of organizational and communication skills, which enable her or him to provide aquatics experiences to many local youth-serving agencies and to the New Haven public at large. Core job duties include the recruitment and training of a diverse aquatics staff. The Aquatics Director works full-time and reports directly to LEAP's Resource Director.

Distinguishing characteristics, features, requirements:

This is a full-time, 40-hour per week position.

Important and essential duties:

OPERATIONS

- Creates aquatics program curriculum to respond to community needs.
- Develops and maintains aquatics programs for LEAP children and staff.
- Develops and maintains community aquatics programs, including children's classes and fee-based swim classes.
- Supervises maintenance of the mechanical operations of the pool.
- Coordinates with staff from other departments to offer space, classes, and instructors that meet other LEAP needs.
- Instructs aquatic and aqua exercise classes.

MANAGEMENT

- Hires, supervises, and trains lifeguards, swimming instructors, and volunteers.
- Develops and monitors a yearly budget for the department.
- Negotiates and books rentals for the pool.
- Manages supervision of the pool, locker room, and related areas.
- Researches grants that enhance programming and provide equipment for programs.

ORGANIZATION

- Collaborates effectively with staff throughout the organization to innovate new strategies for supporting LEAP's mission.
- Presents at and participates in regular LEAP staff meetings, trainings, and planning sessions.
- Maintains regular contact with supervisor; writes and submits a regular departmental report.
- Engages in other duties as assigned.

Knowledge:

- Understanding of American Red Cross training programs.
- Significant knowledge of aquatics programs and techniques; experience with community-based programs in New Haven a plus.
- Familiarity with Arthritis Foundation aquatic exercise programs.

Qualifications:

- A Four-year Bachelor's degree, or equivalent experience in youth development, education, or a related field.
- Experience in youth leadership development and community service.
- Belief in the importance of creating educational opportunities for children and youth from urban communities.
- American Red Cross Instructor certifications in Water Safety, Lifeguard Training, CPR and First Aid, or willingness to obtain these.
- Pool operator's license, or willingness to obtain one.
- Ability to work within a team structure; excellent verbal, interpersonal, and written communications skills; organizational talent as a multi-tasker.
- Flexibility to work evenings and weekends.
- Previous experience in youth development program management desirable; Spanish and English bilingual ability desirable.
- Must be 20 years of age.

Education and training:

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying.

Education:

Bachelor's degree or higher preferred.

Salary:

Starting salary is commensurate with experience and other. Excellent benefits provided including health insurance, life insurance, retirement benefits, and generous vacation and holiday leave.

To Apply:

If you are interested in this position please send a letter of interest and your resume to jobs@leapforkids.org. If you have questions, you may email your questions to the same email address.

Note:

This position is currently based out of the LEAP office in New Haven, CT.

Additional information about the organization is available via www.leapforkids.org.

~LEAP is an equal opportunity and affirmative action employer~